



**AGENDA**  
**RIO DELL CITY COUNCIL**  
**REGULAR MEETING – 6:30 P.M.**  
**TUESDAY, MARCH 17, 2015**  
**CITY COUNCIL CHAMBERS**  
**675 WILDWOOD AVENUE, RIO DELL**

*WELCOME . . . By your presence in the City Council Chambers, you are participating in the process of representative government. Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.*

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.*

**THE TYPE OF COUNCIL BUSINESS IS IDENTIFIED IMMEDIATELY AFTER EACH TITLE IN BOLD CAPITAL LETTERS**

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. PUBLIC PRESENTATIONS

*This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not intended. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3rds of the Councilmembers present that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.*

- E. CEREMONIAL MATTERS
- F. CONSENT CALENDAR

*The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Council members if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually in the next section, "SPECIAL CALL ITEMS".*

- 1) 2015/0317.01- Approve Minutes of the February 24, 2015 Study Session (**ACTION**) 1
- 2) 2015/0317.02 - Approve Minutes of the March 3, 2015 Regular Meeting (**ACTION**) 9
- 3) 2015/0317.03 - Assign the Scope of Work for the Metropolitan Well Site Project to GHD Engineering for Well Improvement Design and Grant Proposal Preparation and Adopt Resolution No. 1258-2015 Authorizing a Loan From the General Fund to the Water Operations Fund in the Amount of \$65,400 for Well Improvement Design and Grant Proposal Preparation (**DISCUSSION/POSSIBLE ACTION**) 22
- 4) 2015/0317.04 - Approve Submittal of an Active Transportation Plan (ATP) Application Prepared by GHD (**DISCUSSION/POSSIBLE ACTION**) 38
- 5) 2015/0317.05 - Authorize the City Manager to Sign a Letter Seeking Categorical Exemption from California Environmental Quality Act (CEQA) Requirements for the Metropolitan Well Site Project (**DISCUSSION/POSSIBLE ACTION**) 40

#### G. SPECIAL PRESENTATIONS

- 1) 2015/0317.06 - Presentation from Redwood Coast Energy Authority (RCEA) and GHD Engineering, Inc. Regarding Proposed Electric Vehicle Charging Station at Downtown Parking Lot (**DISCUSSION/POSSIBLE ACTION**) 43
- 2) 2015/0317.07 - Review of City Engineer's Cost Estimate for Well Drilling and Rehabilitation for the Metropolitan Well Site Project and Authorization for Staff to Issue Request for Proposal (RFP) (**DISCUSSION/POSSIBLE ACTION**) 51

#### H. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) "SPECIAL CALL ITEMS" from Consent Calendar
- 2) 2015/0317.08 - Letter of Support for AB 266 – Medical Marijuana (**DISCUSSION/POSSIBLE ACTION**) 54

#### I. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

- 1) 2015/0317.09 - Approve Resolution No. 1257-2015 Approving the Summary Vacation of a Portion of a 15 foot Drainage Easement Created as Part of the Bluff View Estates Subdivision (**ACTION**) 60

J. REPORTS/STAFF COMMUNICATIONS

1. City Manager
2. Chief of Police
3. Finance Director - Check Register for February 2015
4. Community Development Director

K. COUNCIL REPORTS/COMMUNICATIONS

L. ADJOURNMENT

*The next regular meeting will be on April 7, 2015  
at 6:30 p.m. in City Hall Council Chambers*

**RIO DELL CITY COUNCIL  
STUDY SESSION  
FEBRUARY 24, 2015  
MINUTES**

A Study Session of the Rio Dell City Council was called to order at 3:30 p.m. by Mayor Wilson.

ROLL CALL: Present: Mayor Wilson, Councilmembers Garnes, Johnson, Marks and Thompson

Others Present: City Manager Knopp, Finance Director Woodcox, City Clerk Dunham and approximately 10 public members

**PUBLIC PRESENTATIONS**

None

**STUDY SESSION MATTERS**

Staff Presentation on Economic Development

Mayor Wilson began by thanking members of the public for taking time out of their day to participate in the future economic development of the City.

City Manager Knopp proceeded with a power point presentation and explained the purpose of the presentation is to spur the discussion of economic development and provide a catalyst for the point of brainstorming.

He said three questions everyone should be thinking about, not just the City but the community as well is: where are we now; where do we want to be; and how do we get there.

He then reviewed the monthly labor force data for Humboldt County and noted that the unemployment rate for Rio Dell at 10.7% is the highest rate in the County. He stated that in order to achieve the County unemployment rate of 6.4%, 57 additional residents would need to be employed.

Councilmember Thompson referred to the unemployment rate for Ferndale at 1.2% and asked how the data was compiled.

Councilmember Johnson commented that it seems like there may be a factor missing in the analysis.

City Manager Knopp responded that the numbers came from the State Employment Development Department (EDD's) website.

The presentation continued with a brief review of the following topics:

- What is Economic Development?
- What are the Tools?
- A Short History
- The City's Value- Added Contribution
- Action in the Works
- Partners
- What are the Needed Actions?

City Manager Knopp commented that one of the biggest tools the City has with regard to economic development is Community Development Block Grants (CDBG). He said another tool to keep any eye on is Infrastructure Financing Districts which work similar to Redevelopment Agencies but have a much broader range of stakeholders. He noted that there seems to be a lot of activity at the State level to boost economic development through Infrastructure Financing Districts. He pointed out that whatever it is the City decides to focus on needs to be realistic and pursued consistently.

He noted that over the past 50 years, the timber industry has been the dominant industry which has been largely reduced. Also, with the recent recession, Redevelopment Agencies have been abolished. He said for many years, the City has been dependent upon State and Federal funds to facilitate infrastructure projects.

He said it should be noted that the City is a major contributor of an environment that creates economic development but in order to promote it you have to be able to provide services including public safety which makes the City a good place to live and invest. He pointed out that the City not only has its own codes and enforcement, it has direct access to Federal programs whereas community service districts (CSD's) do not.

City Manager Knopp said in looking at current actions, the City is pursuing improvements to the City's water system; reassessment of the CDBG Program; participation in the County's Regional Comprehensive Economic Development Strategy; and investment strategies for the downtown including façade improvements. He said there is also the downtown City parking lot that may be able to be utilized. He said one of the ideas that came up was the construction of a community center but staffing would be a problem. He said another idea was to relocate City Hall downtown with incorporation of a multi-purpose community facility.

He referred to an existing Brownfield site in the 200 block of Wildwood Ave. and said he recently approached the concept of potential cleanup by the City which was identified as a "Pit Bull" or something that should be handled very carefully. He said he learned that there is not only a great amount of risk involved with Brownfield clean-up but the process would involve a tremendous amount of staff time.

**FEBRUARY 24, 2015 MINUTES**  
**Page 3**

City Manager Knopp noted that in order to move forward and be successful with any type of economic development, everyone including the Council, staff, developers, the local business community as well as large business partners outside the City will need to come together with a common goal.

He said other actions that may need to be taken include amendments to zoning and land use; improvement to the visual aspects of the City (branding), promotion, assistance with Federal aid and incentives, possible studies or analysis, and infrastructure improvements including road improvements and replacement of water and sewer lines.

He said the recommendation is to first receive comments and suggestions from the Council followed by input from the community.

Councilmember Johnson commented that he moved to Rio Dell 37 years ago and at that time there were horseshoe pits and bleachers at Fireman's Park and championship tournaments were held on a local and State level and perhaps even higher. He said the popularity of horseshoes went away and more recently the activity was replaced with bocce ball. He impressed upon the idea of having those same types of championship playoffs with bocce ball which of course, brings a lot of people into town.

He also mentioned that Rio Dell is situated near the bluffs which are known for having beautiful fossils. He said another idea is to have a "fossils day or fossils weekend" celebration.

Councilmember Thompson commented that for years the Council has been discussing the need to get travelers off the freeway into Rio Dell and approximately 15 years ago came up with the idea of having a sign that reads "Scenic Drive to the Victorian Village of Ferndale" to encourage tourists to come through Rio Dell then follow Blue slide Road to Ferndale.

He also noted the zoning and general plan designation of the downtown is Town Center (TC) and until recently, the minimum building height requirement was two stories which discouraged development. He indicated there should be flexibility with regard to development standards in the Town Center (TC).

He expressed the need for more development downtown: finding ways to direct travelers to the downtown; and posed the idea of a gas station/mini mart at the Eel River Industrial Park near Moore Fuel. He said one of the biggest obstacles in development of the Metropolitan area is that water and sewer services do not extend that far north however; water storage tanks could be utilized until such time more development occurs.

Councilmember Thompson said another possible business opportunity would be a car dealership. He pointed out that in the 1970's there was a used car dealership located on the corner of

Wildwood Ave. and Painter St. which did very well. He said as discussions on economic development move forward, the Council needs to decide how flexible they are willing to be with regard to new commercial development.

Councilmember Garnes agreed with the need for signage and said there used to be a sign advertising the Shell station near Benbow which helped bring travelers into Rio Dell. She said bringing in new business may be difficult for the reasons Councilmember Thompson mentioned but felt local festivals such as a kite festival or the bocce ball tournament as previously suggested is a good idea. She referred to players on the San Francisco 49ers who invest in bocce ball for youth and said perhaps the City could arrange to have someone from the organization come here. She commented that there needs to be something that will draw people to the City and that we don't necessarily need to bring in the same "like" businesses. She indicated that having easy river access would be good and perhaps a dog park. She pointed out that the City of Ferndale is five miles off of Highway 101 but travelers still take that drive to see the Victorian city.

**Nick Angeloff** stated the concept of the Avenue of the Sculptures will help to get travelers into the City and said it ties into the concept of connecting Rio Dell with the Avenue of the Giants. He commented that the key to successful festivals and events is timing since there are so many events that occur during the summer months. He said there are very few slots available where you won't be competing with other local events. He also pointed out that it is difficult to base the economy solely on tourism.

He said the City needs to be able to provide services such as water and sewer before it can encourage economic development and noted that the City has the opportunity to obtain infrastructure grants to facilitate economic development. He said as Dennis Mullins pointed out when he provided the presentation to the City Council, Rio Dell has the perfect opportunity to have a food collaborative, perhaps at the Eel River Industrial Park.

He added that there needs to be a vision established for 5, 10, or even 15 years down the road regarding the economic development of the City.

**Tracy O'Connell** said she was very excited to hear about the City's plans to promote economic development and stated that she has 30 years' experience in "branding." She noted the key is to get a good message out first. She suggested a swat analysis might be helpful in clarifying marketable resources. She said it is hard for small businesses and retail establishments to make it and said home based businesses such as woodworking shops and artist studios seem to have the best opportunity to grow. She said one thing that needs to be identified is the background and skills of those unemployed mill workers and also what types of people are being marketed to purchase homes in Scotia. She said statistics show that retired residents don't spend money like working couples with children do.

She added that a community center that supports youth activities is a great thing and said many corporations offer grants geared toward recreation and although some are relatively small amounts, if enough of them are received, perhaps something could be done. She suggested committees be established, each having an individual focus on such things as festivals, signage or river access.

**Melissa Marks** commented that a car dealership would be a great source of sales tax for the City and related to river access; said Edwards Dr. is open and that the City has a piece of land that perhaps could be leased out to a kayaking business. She also pointed out that Rio Dell has some very successful businesses such as Grundman's Sporting Goods and Kreation's and suggested the idea of finding ways to capitalize on their success. She expressed the need for a good brewery and a bottling company for bottling beer and cream. She commented that cream currently has to go to the bay area for bottling.

**Ronnell Kane** stated she would like to see Rio Dell thrive and expressed interest in obtaining façade grants for downtown. She said there are many interesting building downtown but they look shabby. She said painting the buildings with new more vibrant colors would not only be a simple fix but would catch people's attention. She commented that she loves the art gallery in the Chamber of Commerce building but the paint on the building is dull and drab and doesn't catch your eye like so many of the other building downtown. She noted there are however; a few exceptions such as Tonetta's the Barber Shop and ABC River Bluff's Realty that look good.

City Manager Knopp stated staff will be looking at some guidelines but is not sure about Federal limitations on grants for façade improvements. He said sometimes you will see jurisdictions using General Fund monies to facilitate loans for such improvements.

**Dennis Wendt** said as far as the Eel River Industrial Park, he is willing to work with the City on potential development opportunities. He said the issue as he sees it, is that city managers and city council's change and with it, visions also change. He said he annexed the property into the City because the City expressed interest in relocating its wastewater treatment plant to that location and was also interested in additional industrial and retail development. He said he currently has leased space to truckers, a wood business, a soil business as well as others and said although he doesn't advertise; he would like to see more businesses in there that will benefit the City. He commented the site allows for multiple business opportunities, and is a great spot with good access. He pointed out that it currently takes all of his profits to remove the contaminated soil.

Councilmember Thompson asked Dennis for his opinion on what he thought would be the strongest business to promote as a starting point for future development.

Dennis responded that what are needed most are jobs and that a motel would be good but people don't want to invest in the current economy. He suggested the City focus on promoting existing businesses. He noted that things are starting to pick up and said permits and subdivisions in and



around Phoenix, AZ have increased but unfortunately, our area seems to be a couple of years behind the times.

He added that a manufacturing business in Cloverdale has expressed interest in leasing the 3-4 acre parcel next to Moore Fuel where they plan to take compressed and dehydrated coconut leaves and put them through some sort of process to develop an additive for specialty soils. Also, a couple of small mills have expressed interest in leasing space. He indicated he has septic permits for 3 or 4 of the parcels and would like to be able to extend the City's 8 inch water main to those parcels as well. He noted that the 3 parcels leased by Randy Whitlow contain 3 private wells so those parcels would not need to be served by City water.

Mayor Wilson commented the Eel River Industrial site creates a big picture and said he appreciates Mr. Wendt's willingness to cooperate with the City on potential development opportunities.

He stated that in putting together the budget, the Council looked at the possibility of rezoning the Albin property on Wildwood and Painter St. from Commercial to Residential and in looking at other cities, he noted that Orick's plan for economic development is to basically allow anyone that wants to bring in a business, to let them. Also, in looking at services that other communities offer, most have multiple services whereas Rio Dell only has 1 gas station. He noted that the City is faced with the issue of providing ways to balance the budget without the use of Reserve funds. He said there is a lot everyone would like to see as far as economic development however; the City can't sustain solely on grants. He added that job creation is important but skilled labor is hard to find and finding 57 people to close the gap in the unemployment rate would be difficult.

He questioned how much sales tax revenue the City would generate from, for example a brewery.

City Manager Knopp commented that the City receives less than one-half percent in sales tax and currently receives between \$17,000-20,000 annually. He said in order to bridge the gap in the current general fund deficit of \$145,000 the City would need to double the amount of sales tax coming into the City. He said it sounds pretty daunting but with a consistent effort that is targeted to maintain over time, it can be achieved. He said the idea is to take it 1 year at a time: 1 program at a time and 1 project at a time. He pointed out that moving forward depends strongly on consistency. He said staff can bring back figures to review but what really has to happen is there has to be growth in the City and there has to be change. He expressed the need to identify a realistic economic development strategy, working together with partners such as the Chamber of Commerce and potential developers to find out what their strategy is.

Mayor Wilson commented that the city of Eureka recently did an economic strategic plan and said he is not proposing to pay for some year-long study but asked if Rio Dell could perhaps benefit from that study.

He added that festivals with practical dates that don't compete with other local events is a good idea and agreed with establishment of committees.

Finance Director Woodcox pointed out that one thing that cities are doing during the budget process is extending out budget projections for 5 to 10 years which creates a good road map to help guide economic development.

**Monica Warden** from the Chamber of Commerce stated that Wildwood Days is a big event and last year there were fewer people participating in the events. She suggested the week be filled with other activities because Wildwood Days is already well known. She noted that a Wildwood Days planning meeting was scheduled for later in the week and said she would like to see the City participate and get more involved in the planning.

Councilmember Garnes said there are so many things the City is trying to pursue and suggested the various ideas be broken down into categories and committees be formed to focus on one thing such as festivals, small business development and signage then report back to the Council.

Mayor Wilson recommended the matter be brought back on the March 17<sup>th</sup> agenda with a presentation on ideas and strategies and start formulating an action plan.

Councilmember Thompson said as a small step, signage might be a good starting point.

Councilmember Thompson was assigned to work on the sign project along with Nick Angeloff and to report back to the Council on March 17<sup>th</sup>.

**Nick Angeloff** stated that the Chamber already has a draft of the sign with the names of all of the local businesses but they will need to narrow down the list to make it more manageable.

**Alice Millington** commented that looking at other cities to get ideas for themes for the downtown facades is fine but we shouldn't copy what others have done. She said Rio Dell is very unique and whatever the design is, it should be uniquely ours.

Mayor Wilson agreed and said the whole idea of "branding" is to change the image of Rio Dell.

**Nick Angeloff** commented that the North Coast Journal once referred to Rio Dell as Mayberry which makes people feel safe and comfortable and when he speaks to perspective developers he uses Mayberry as a marketing tool to promote Rio Dell.

Councilmember Johnson said he would like to receive input from the Fire Department regarding added activities during Wildwood Days.

**FEBRUARY 24, 2015 MINUTES**  
**Page 8**

**Monica Warden** noted that most of the tourists than come into the Chamber office ask for something with Rio Dell's name or logo on it.

Mayor Wilson stated discussion on economic development will continue to the March 17<sup>th</sup> regular meeting and expressed the importance of getting some energy going by soliciting the community to get involved.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 5:13 p.m. to the March 3, 2015 regular meeting.

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Frank Wilson, Mayor

ATTEST:

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Karen Dunham, City Clerk

**RIO DELL CITY COUNCIL  
STUDY SESSION  
REGULAR MEETING  
MARCH 3, 2015  
MINUTES**

The study session/regular meeting of the Rio Dell City Council was called to order at 5:30 p.m. by Mayor Wilson

**ROLL CALL:** Present: Mayor Wilson, Councilmembers Garnes, Johnson, Marks and Thompson

Others Present: (Study Session) City Manager Knopp and City Clerk Dunham  
(Regular Meeting) City Manager Knopp, Chief of Police Hill, Finance Director Woodcox, Water/Roadways Superintendent Jensen and City Clerk Dunham

Absent: Community Development Director Caldwell and Wastewater Superintendent Chicora (excused)

**PUBLIC PRESENTATIONS**

Melissa Marks commented that the study session held on February 24<sup>th</sup> related to Economic Development went very well and said she would like to see the city manager, community development director, and two councilmembers get together with some of the key business owners to hear what their ideas are as they may see things totally different. She also commented that she doesn't think there needs to be more studies done.

Mayor Wilson responded that the intent is to have more study sessions and include the business community. He said there was a time issue with the last session occurring at 3:30 in the afternoon and hopefully for the next study session staff can reach out to the business community and schedule a time that is more congenial with them.

**STUDY SESSION MATTERS**

Review of City Council Protocols and Rules of Order

City Manager Knopp referred to the staff report and supporting documentation as presented and stated for clarification that the one page attachment on *Council Meeting Protocol* is merely a draft of an overall mission statement for the Council's meeting process and contains a list of eleven high priority protocol subjects. He said it is not a reflection of the 2011 adopted City Council Protocols.

He said the purpose of the study session is to review the existing City Council protocols and rules of order and discuss any possible changes. He noted that some councilmembers expressed interest in changing from Robert's Rules of Order to Rosenberg's Rules of Order recognizing

## MARCH 3, 2015 MINUTERS

### Page 2

there have been some fairly contentious meeting in the past and the rules of order help to guide those situations. He pointed out that it is important to have open orderly meetings and also to protect the rights of the minority while carrying out the will of the majority.

City Manager Knopp said based upon input from the Council, staff will amend the existing protocols and bring the matter back to the Council for formal adoption as well as adoption of Rosenberg's Rules of Order if it is the consensus of the Council.

The discussion continued with review of the eleven key priority protocol items as proposed. City Manager Knopp pointed out that only one person at a time should speak, be recognized by the Mayor before speaking and all comments need to be directed through the Mayor. Finally, everyone must have respect for decisions once they are made.

Mayor Wilson asked for clarification that the intention is to simplify the protocols related to the rules of conduct for council meetings rather than nullify the existing protocols and procedures; and to compare Robert's Rules of Order with Rosenberg's Rules of Order.

City Manager Knopp explained the idea is to have the basic protocols and procedures on one sheet so the Council, staff and the public can refer to it easily and use as a guide. He noted that the recommended action later down on the agenda is for the Council to provide staff direction on now to proceed with update of the City Council protocols and/or parliamentary procedures.

Councilmember Johnson said as most everyone knows, he attended the 2013 Annual League of California Cities Conference and one of the presentations was by Judge Rosenberg, the author of *Rosenberg's Rules of Order*. He noted that he provided a review of the basic rules of order which was very helpful, along with a skit of a staged city council meeting that was out of control to point out the importance of conducting orderly meetings. He thanked staff for the information provided in the council packet and noted that the last thing the City should do is pay the city attorney to be the expert on the 667 pages contained in Robert's Rules of Order. He said he feels Rosenberg's Rules of Order is complete, yet simple enough to understand and that, with the City Council Protocols should be enough to conduct orderly meetings.

Councilmember Thompson commented that he had not read all of the updates to Robert's Rules of Order but he had identified a few recommended changes to the current protocols. He suggested taking some of the basic procedures out of Rosenberg's Rules and incorporating them into the City Council Protocols.

Councilmember Marks agreed and said when he was elected to the Council, he reviewed the protocols provided in the City Council Handbook which basically spells out everything you need to know and questioned whether the adoption of rules of order is even necessary.

City Manager Knopp explained that there is no legal requirement to adopt official rules of order but there is the need to have a formal process to insure respect as well as protection for the rights

**MARCH 3, 2015 MINUTES**  
**Page 3**

of the minority. He noted that it is basically the Mayor's discretion as to how meetings are conducted but also an immense responsibility and rules are to help facilitate the process to insure that everyone is treated fairly and has equal opportunity to be heard. He said while technically the City Council has operated under the adopted *Robert's Rules of Order*, they have been pretty lax with regard to following rules of order and decorum. He said staff is looking for a consensus from the Council on Robert's Rules of Order v. Rosenberg's Rules of Order and any suggested revisions to the existing City Council Protocols. He pointed out that there really should be an annual review of the City Council Protocols to make sure they sufficiently address every issue.

Councilmember Garnes commented that she read the material provided in the Council packet in comparing Robert's Rules to Rosenberg's and said basically they both tell you how to follow an agenda, stay on point, be courteous, and give everyone the right to speak. She said Robert's Rules allows for City Council's to adopt their own protocols but she didn't see where it mentioned under Rosenberg's Rules. She pointed out that Rosenberg's Rules have been updated to address the new electronic age. Also, if something goes wrong, Robert's Rules provide more remedies for dealing with problems whereas Rosenberg's Rules are pretty basic.

Mayor Wilson stated that he read about the history of Robert's Rules and the chaos that has occurred over the years and agrees that rules are necessary to insure processes and procedures are recognized. He said both rules have the same intent but Rosenberg's Rules simplify it. He pointed out that there haven't been any real issues with regard to controlling meetings and being a small city there are things in Robert's Rules that we don't need and seem to better fit proceedings at a higher level of government such as Congress or large cities such as Los Angeles. He said Robert's Rules actually point out the fact that you can have procedures in City Council protocols that supersede Robert's Rules.

Mayor Wilson further stated that Rosenberg's Rules of Order seem to be geared more specifically for California and pointed out that the copy right is owned by the League of California Cities. He said he would be curious to see how many California cities have adopted them.

City Manager Knopp suggested staff purchase the latest version of Robert's Rules of Order and study them if the consensus of the Council is to not adopt Rosenberg's Rules. He said the staff recommendation however; is to adopt Rosenberg's Rules of Order and condense the key issues down to 1-2 pages as a reference guide. He added that it is the discretion of the City Council to conduct the meetings as they see fit and are not obligated to follow any particular set of rules or procedures exactly.

Mayor Wilson commented that it is definitely prudent to update the City Council Protocols on a regular basis.

Councilmember Garnes asked if it would be possible in theory to go through Robert's Rules and create a "cheat sheet" of the basic procedures.

## MARCH 3, 2015 MINUTES

### Page 4

City Manager Knopp said he was not sure if you could since the 11<sup>th</sup> edition is out now and in all likelihood, the 12<sup>th</sup> edition could be out real soon. He said staff could possibly go through it and pull out key points and compile a one-page list although it may not even be possible to synthesize it down from the 600 plus pages.

Mayor Wilson stated that he basically likes Rosenberg's Rules but is reluctant to throw something aside and adopt something new without fully understanding what the key differences are.

Councilmember Thompson said Rosenberg's Rules would probably be enough 95% of the time but a guide is needed to help the Mayor control hostile situations. He added that there are some controversial matters coming before the Council in the near future and suggested the City Council Protocols be revised to include procedures for handling hostile meetings. He said the public should not be allowed to turn meetings into a "hip-hip hooray" occasion.

Mayor Wilson suggested staff be directed to obtain the latest version of Robert's Rules of Order and come back to the Council with a summary of the key points of Robert Rules of Order v. Rosenberg's Rules of Order and continue review of the 2011 City Council Protocols and discuss recommended changes.

Mayor Wilson called for public comment.

**Melissa Marks** referred to the City Council Protocols (Section 8.7 - Public Presentations) and said it states that comments are limited to 5 minutes per speaker whereas the agenda states that comments are limited to 3 minutes. She also said rather than the Mayor closing the public comment period, perhaps he should call for a motion by the Council to close public comments.

Mayor Wilson commented that he read where sometimes a motion is made to accept the agenda as well as a motion to adjourn the meeting.

Councilmember Thompson said the City Attorney was asked to clarify whether those motions were required and his legal opinion was that it at the discretion of the Chair.

**Melissa Marks** noted that she learned as a councilmember that if you vote on a motion and learn later that it was the wrong decision; you can bring it back to Council for reconsideration although she was told otherwise.

City Manager Knopp stated that it appears the Council has reached a consensus and any formal would be taken under the Special Call Items portion of the agenda.

The Study Session ended at 6:30 p.m. and the Mayor called for a 5 minute recess.  
The meeting reconvened at 6:35 p.m.

**PUBLIC PRESENTATIONS**

**Nick Angeloff** reported the Wildwood Days planning meeting went well and this year's theme will be the 50<sup>th</sup> Anniversary of the City. He said he would leave the rest of the details for Councilmembers to report on. He also commented that Scotia once participated pretty heavily in Wildwood Day planning so he approached them to see if they were interested in participating this year and the response was a resounding "yes." He excused himself to go to a Little League meeting where he said he will be pushing for the inclusion of a Major league.

**Dave Griffith** once again presented a bag of cigarette butts and asked when the City plans on enforcing the law to stop the littering of cigarette butts and paper.

Mayor Wilson said he doesn't know how to make people stop but that he appreciates his enthusiasm for picking them up.

**CONSENT CALENDAR**

Mayor Wilson referred to Item 2 on the consent calendar and asked if the grant application was submitted on time in which the answer was "yes."

Motion was then made by Thompson/Johnson to approve the consent calendar including the minutes of the February 17, 2015 regular meeting; and to receive and file the submittal of the Coast Central Credit Union grant application. Motion carried 5-0.

**SPECIAL PRESENTATIONS**

Project Status Report – City Engineer Jesse Willor, GHD on Metropolitan Wells Project and Active Transportation Plan (ATP)

City Manager Knopp stated for clarification that the manner in which this item was agenized the Council will be unable to take action but can provide direction to staff as to whether they are on board and staff will bring it back to the Council at the next meeting for formal action.

Engineer Willor proceeded with a power point presentation and said he provided the Council with a full update of all current projects at the February 17, 2015 regular meeting and is back at this time to provide further update on 2 of those projects; the Metropolitan Wells Project and the Active Transportation Plan (ATP). He began with an overview of the Metropolitan Wells Project which included:

- Water Supply Planning Goals
- Water Supply Planning Options
- Timeline for the Drought Grant
- Funding Update/Grant Option
- Cost Breakdown
- Potential Action



## MARCH 3, 2015 MINUTES

### Page 6

City Engineer Willor explained that in order to move forward and be prepared to submit a Safe Drinking Water State Revolving Fund grant application for the 20% of the construction costs not covered under the Prop 84 Drought Grant, the preliminary design and environmental documents need to be completed and in place.

Councilmember Thompson asked if there is a deadline for completing those tasks and pointed out the City is being asked to fund those costs up front.

City Engineer Willor responded that they would need to move forward immediately under a very aggressive timeline in order to try and keep the other project tasks on schedule.

Councilmember Johnson referred to the CEQA exemption information and said he would assume that GHD has made the determination that the project would be categorically exempt from CEQA requirements.

City Engineer Willor explained the project would be categorically exempt based upon their experience with other projects and because they will be redeveloping existing infrastructure and basically expanding it to a lesser degree and essentially not building any new infrastructure.

Councilmember Johnson then said as part of the preliminary work the City will be having a second contract aside from GHD to do certain preliminary drilling and asked if GHD had prepared a cost estimate for that work.

City Engineer Willor stated that he thought it had been prepared but did not have the figures with him.

Councilmember Johnson requested the information be brought back at the next meeting.

Councilmember Marks stated their report talks about surveying but only mentions a topographical survey and commented that there were questions raised regarding any existing easements and since they will already be out there it seems it would make sense to survey the corner points and easement area at the same time.

Engineer Willor said the topo does include a record search and identification of property lines as well as any easement language. He said it wasn't identified as a Survey of Record because basically they won't be going out and placing monuments; just basically using existing information and applying it to the plans including any easements or encumbrances.

Mayor Wilson asked if the \$59,900 for the preliminary design work was included as part of the \$783,000 Drought Grant.

Engineer Willor noted that those costs were captured in that total and will be reimbursable to the City from the grant.

## MARCH 3, 2015 MINUTES

### Page 7

Discussion continued regarding potential grant opportunities for the unfunded portion of the project.

City Manager Knopp stated that staff is looking for a consensus of the Council so the item can be brought back on March 17<sup>th</sup> for formal approval.

Councilmember Johnson stated that he would support moving forward with the preliminary work as proposed provided the cost estimate for the preliminary drilling is brought back at the next meeting.

Council concurred.

City Engineer Willor then provided a brief overview of the proposed Active Transportation Plan (ATP) and said as he explained at the last meeting, the goal of the Active Transportation Plan is to increase safety and mobility for non-motorized users, advance active transportation efforts; help regional agencies to achieve greenhouse emission goals; to enhance public health to ensure disadvantaged communities share in the benefits of the program and to provide a broad spectrum of active transportation users.

Engineer Willor further reported that for this year's cycle, conceptual designs and cost estimates were developed for infrastructure projects which include bike lanes on Belleview Ave. and Wildwood Ave., improvements to sidewalks, bike lanes and crosswalks on Davis St., Scenic Way and Eeloa intersection improvements, and potential improvement/reconfiguration at Highway 101, Belleview and Wildwood Ave. intersection.

Councilmember Thompson asked how far north the bike lanes are proposed to go on Belleview Ave.

Engineer Willor commented that they would go from Wildwood Ave. to River St.

Councilmember Thompson asked if the improvements were listed by priority and said in his opinion, the Belleview/Wildwood intersection improvements are the most important.

Engineer Willor explained the projects were not listed by priority and basically grouped together as an entire project.

Councilmember Garnes asked what the difference between a class 2 and class 3 bike lane.

Engineer Willor explained a class 2 bike lane is basically a white line with a minimum 5 ½ foot width with no parking so basically a row for bikes whereas a class 3 bike lane is signed and striped with charring to let vehicles know they are sharing the lane with bikes.

Mayor Wilson agreed that the 101 intersection at Belleview and Wildwood is a high priority as well as the Scenic Way and Eeloa intersection.

Engineer Willor explained that an additional component to this year's program is to have a non-infrastructure component that includes education and community outreach related to pedestrian and bicycle safety.

Councilmember Johnson stated that he thought the City would have a stronger grant application with inclusion of the non-infrastructure component for a bicycle education program and expressed his support for submittal of the ATP application by GHD as proposed which was also the consensus of the other councilmembers.

### **SPECIAL CALL ITEMS/COMMUNITY AFFAIRS**

#### Discussion and Possible Action on the Formation of an AdHoc Committee Related to Planning and Implementation of Events and/or Programs Related to the 50<sup>th</sup> Anniversary Year of the Incorporation of the City of Rio Dell

City Manager Knopp provided a brief staff report and said this item is coming before the Council at the request of the Mayor. He noted that the Council at the last meeting expressed interest in celebrating the 50<sup>th</sup> anniversary of the incorporation of the City and as such, suggested an ad-hoc committee be formed for the planning and implementation of events, tying the anniversary into the Wildwood Days celebration.

Mayor Wilson commented that the Wildwood Days kick-off meeting for Wildwood Days planning and coordination was held on February 26<sup>th</sup> and they decided to make the theme for this year's event the 50<sup>th</sup> anniversary of the City. He said his desire is to put together a committee to plan and organize City sponsored activities and/or events and asked for input from councilmembers.

Councilmember Thompson said that he and Councilmember Garnes got together with Nick Angeloff and discussed plans for signage and talked about developing events that will bring people in to town. He said with concurrence of the Council the committee could be increased to organize more Wildwood Days activities.

Mayor Wilson stated that the idea is to form a separate ad-hoc committee for the planning and implementation of events and/or programs related to the 50<sup>th</sup> anniversary year of the City and incorporate them into Wildwood Days.

Councilmember Garnes commented that the committee would be specifically for the 50<sup>th</sup> anniversary and said with the Fire Department making that this year's theme for Wildwood Days she thought the City should be involved in the celebration and that it would be good to come up with ideas and present them to the fire department for incorporation into the other activities. She said the anniversary gives the City the opportunity to really push up the celebration and make it a

**MARCH 3, 2015 MINUTES**

**Page 9**

a positive thing. She said if Ferndale was having a 50<sup>th</sup> birthday they would certainly be celebrating and thought it is worthwhile for Rio Dell to do the same.

Motion was made by Garnes/Thompson to approve the formation of an ad-hoc committee for the planning and implementation of events and/or programs related to the 50<sup>th</sup> anniversary year of the incorporation of the City of Rio Dell, further appointing two Councilmembers to serve on the ad-hoc committee. Motion carried 5-0.

Councilmember Garnes was appointed at Chair to the committee with Mayor Wilson appointed as the other committee member.

Authorization for Travel Expense for Councilmember Garnes to Attend the League of California Cities Redwood Empire Division Meeting in Cloverdale

City Manager Knopp provided a brief staff report and said Councilmember Johnson is the City's appointee on the League of California Cities and is unable to attend the upcoming meeting. As such, Councilmember Garnes as alternate board member has agreed to attend in his place. The recommended action is to simply authorize the travel expense.

Motion was made by Johnson/Thompson to authorize Councilmember Garnes to travel to Cloverdale for the League of California Cities Redwood Empire Division general membership meeting. Motion carried 5-0.

Provide Staff Direction on how to Proceed with Update of City Council Protocols and/or Parliamentary Rules of Order

Mayor Wilson announced that the Council met prior to tonight's regular meeting in a study session to review City Council protocols and rules of order.

City Manager Knopp provided a staff report and added that the consensus of the Council was to direct staff to return to the Council at the March 17, 2015 regular meeting with the latest version of Roberts Rules of Order (in brief) for review and comparison with Rosenberg's Rules of Order and review and/or revision to the 2011 City Council Protocols.

Motion was made by Johnson/Marks to direct staff to come back to the Council on March 17, 2015 with a comparison/analysis of Roberts Rules of Order v. Rosenberg's Rules of Order including review of the 2011 City Council Protocols. Motion carried 5-0.

**ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS**

Approve Resolution No. 1256-2015 Amending the 2014-2015 Police Department Budget and Authorizing Expenditure of those Funds for Police Equipment

Chief of Police Hill provided a staff report and said the City recently received \$14,817 in

## MARCH 3, 2015 MINUTES

### Page 10

funding through the State which was established for the purpose of assisting local law enforcement agencies in dealing with the impacts of AB109. He stated that the funds were not included in the current budget and as such is requesting a budget amendment to include those funds into the police department budget for the purchase of police department equipment. He pointed out that these funds are restricted for law enforcement and specifically meant for enhancing service.

He said the intent is to purchase 5 in-car video systems and 5 body-worn video devices, 1 device called the "wrap" as well as a stand-alone computer for storing the data. He commented that this equipment will enhance the safety of officers as well as the public and establish transparency and accountability for the officers. He said it will allow a more experienced officer or the Chief to review the video of an event and determine how a particular situation could be perhaps improved by handling it differently. He also noted that officers spend a good amount of time in houses or yards which is where the body worn cameras become invaluable; particularly in cases involving "use of force."

Chief Hill explained the "wrap" is a device used for safely securing a combative arrestee while at the same time providing protection for the officer and equipment. He commented that the practice of "hog tying" a combative person was once standard practice however; since the procedure resulted in the deaths of arrestees caused by positional asphyxia the practice has since been abandoned. He then provided a brief demonstration of the "wrap" and reiterated that the device safely secures the prisoner in an upright position and prevents the individual from assaulting the officer or kicking out the window.

Councilmember Johnson asked if other local agencies are using body cams and how many times on average, he expected the "wrap" would be used.

Chief Hill responded that Ferndale Police is using a version of body cam and that Fortuna Police has also tried a version of one. He estimated the "wrap" could potentially be used as much as 4 or 5 times/week.

Mayor Wilson commented that despite the fact that Rio Dell has a small police department, when an opportunity arises that allows the purchase of equipment, the department purchases high-tech equipment which is a good idea.

Motion was made by Garnes/Johnson to approve Resolution No. 1256-2015 to amend the 2014-2015 Police Department Budget in the amount of \$14, 817 and authorize purchase of recommended police equipment at a total cost of \$14,870. Motion carried 5-0.

## REPORTS/STAFF COMMUNICATIONS

City Manager Knopp reported on recent activities and events and said work is continuing on the Belleview/Ogle Drainage Study with Task 1 complete and Task 2 underway; said the National

## MARCH 3, 2015 MINUTES

### Page 11

Marines Fishery has issued a letter concurring with the Army Corp of Engineers on the Infiltration Gallery improvements and noted that staff agreed to monitor endangered species; as the result of the February 24<sup>th</sup> study session on Economic Development, staff will be developing a list of comments and suggestions that came out of that meeting and bringing it back to the Council at the next meeting; said with regard to the CDBG Program, the Council needs to develop a long-term strategy and map out the use of program income; said he and Chief Hill met at the school to discuss disaster planning; said there has been a heightened interest from the news media for stories so if anyone has anything interesting they would like to report, there are 2 media outlets contacting the City for newsworthy stories; and reported he also attended the Wildwood Days kick-off meeting and said the next meeting is scheduled for March 26<sup>th</sup>.

Mayor Wilson pointed out that Costco currently has generators on sale for \$2,900 in case staff is still considering the purchase.

City Manager Knopp noted that staff has not been able to find any outside grants so the expenditure may have to come out of the General Fund.

Councilmember Johnson said he wanted to thank whoever is responsible for the clean-up at the end of Edwards Dr. and said that he observed pickups and drift boats on site over the weekend which is good to see. He pointed out that he dropped off his son's truck and trailer for his drift boat and wanted to mention that from the area between Dyerville and Fortuna there are only 3 or 4 places to launch a boat so this is almost always the destination for drift boat fishermen.

City Manager Knopp commented that public works staff deserves the thanks and suggested Council also take a drive down Second Ave. to see the improvements to the street where there were giant potholes.

Chief of Police Hill reported on recent activities and events in the police department and said he also met with the school representatives, the City Manager and Fire Chief regarding disaster preparedness and said they are all working on a couple of drills; 1 geared citywide, and 1 geared more toward police and fire. He also reported that unfortunately the department is short-handed again due to an officer sustaining injury during a search warrant and said he will be out for at least 6 weeks.

Councilmember Marks asked about the possibility of getting a generator through the Homeland Security grant program.

Chief Hill stated that an application could certainly be submitted with the next round of funding provided it fits into the funding guidelines.

Finance Director Woodcox reported on recent activities in the finance department and said she and Joanne Farley attended the Annual CSFMO Conference and said there were so many great

## **MARCH 3, 2015 MINUTES**

### **Page 12**

workshops. She said one of the things that she learned was that Gas Tax funds will be sun-setting so the City can expect to see a decrease in that revenue over the next couple of years. She said the City budgeted \$90,000 this year and next year it is estimated to go down to \$78,000 and another 20% reduction the following year. To make up for the loss in revenue, they are proposing to implement a tax on actual miles driven and they are saying that it may take up to 5 years to implement. She also reported that they will also be doing away with the "triple-flip" so sales tax revenue will also be tapering off. She explained that essentially what happens is the State Board of Equalization borrows money from the City and then it comes back at the end of the year. With the triple-flip sun-setting there will be a point when we will see a rise in sales tax revenue but then a period when we will see a significant drop. She noted that overall, it will taper off and as with Gas Tax revenue, this will occur over the next couple of years as well. She said other than that, there was a lot of good information presented.

She then reported that she received a draft copy of the audit which looks good. She noted that it will be coming to the Council over the next couple of months with a presentation by the auditor..

### **COUNCIL REPORTS/COMMUNICATIONS**

Councilmember Thompson reported on the last HWMA meeting and said over the next 4-5 months they are going to be extremely busy with regard to final closure of the Cummings Landfill as well as the budget process and modifications to the procedures and operations.

Councilmember Johnson asked how the hauling and disposal was going with Willits.

Councilmember Thompson stated it was going well and the only concern he is aware of is related to the back-haul which seems to be down from what was projected.

Councilmember Johnson announced there will be a Mayor's Prayer Breakfast on Thursday, March 5<sup>th</sup> at 6:30 a.m. at the Elks Lodge and said the cost is \$15.00 person and said he will attending and leaving City hall at 5:45 a.m. for anyone that would like to join him.

Councilmember Marks reported on his attendance at the February 18<sup>th</sup> HTA meeting and said they received their audit report; will be going out to bid on a new shop truck; and said there is an old rundown house on their property which they will be addressing. He also announced there will be a public hearing on March 18<sup>th</sup> at the Area 1 on Aging concerning senior issues if anyone is interested in attending.

Councilmember Garnes reported that she also attended the Wildwood Days kick-off meeting and said the committee is trying to figure out the activities to kick-off the event and said it was a good meeting and that it should be a good year for Wildwood Days.

**MARCH 3, 2015 MINUTES**

**Page 13**

Mayor Wilson reported on his attendance at RREDC and said there was a presentation by Humboldt Bay Water District and they are still trying to find a way to extend the pipeline this direction in order to utilize their excess water.

**ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 8:25 p.m. to the April 7, 2015 regular meeting.

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Frank Wilson, Mayor

Attest:

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Karen Dunham, City Clerk



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*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellcity.com*



March 17, 2015

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action to Assign Scope of Work for the Metropolitan Well Site Project to City Engineer (GHD Engineering) for Well Improvement Design and Grant Proposal Preparation, Further Adopting Resolution 1258-2015 Authorizing a Loan from the General Fund to the Water Operations Fund in the Amount of \$65,400.00 for Well Improvement Design and Grant Proposal Preparation.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Assign the scope of work for the Metropolitan Well Site project to City Engineer (GHD Engineering) for well improvement design and grant proposal preparation, further adopting Resolution 1258-2015 authorizing a loan from the General Fund to the Water Operations Fund in the amount of \$65,400.00 for well improvement design and grant proposal preparation.

BACKGROUND AND DISCUSSION

This item is returning to the Council for formal adoption following a presentation on March 3, 2015 wherein the language on the agenda did not allow for formal action. New to the packet is Resolution 1258-2015 which borrows General Fund dollars in order to fund the described projects. The estimated ending fund balance in the Water Operations Fund is \$98,052, which is below the 15% minimum reserve balance policy. This low level of reserve necessitates this interfund borrowing. The estimated ending fund balance for the General Fund (Prior to approval of this interfund loan) is \$994,156 well above the 15% minimum reserve balance policy. There are sufficient funds to execute this loan. Under the current plan, the General Fund would be reimbursed by the Water Fund through the Proposition 84 IRWM grant.

GHD Engineering currently serves as the City Engineer pursuant to an existing professional services agreement obtained after completing a qualification based selection process. GHD has provided an estimate and proposal for the cost of providing engineering and grant writing services related to the water well project. A copy of the proposal submitted by GHD for this scope of work is attached. Staff seeks approval to authorize GHD to perform this scope of work, and authorize incurring this cost. The selection of engineers, land surveyors and other "professional services" is governed by California Government Code § 4525, et seq. and is exempt from the competitive bidding requirements. The selection of professionals is based on demonstrated competence and on the professional qualifications necessary for the satisfactory

performance of the service required rather than price. With the Council's approval, Staff seeks to add this item to GHD's scope of work under the existing professional services agreement.

The City of Rio Dell is expected to be approved for a Proposition 84 grant from the North Coast Resource Partnership (NCRP) for the Metropolitan Groundwater Well Project. The grant is expected to cover a majority of the project costs, however additional funds will be needed to complete the project. There are options for additional funds including Safe Drinking Water State Revolving Funds (SDWSRF). The SDWSRF funds are available for planning & design or separately for construction. It is likely if planning funds are applied for they would be available at the same time or after the NCRP Prop 84 funds (estimated to be available by April).

It is recommended that the City initiate the design phase, to be later reimbursed through the NCRP Prop 84 grant funds. Initiation of the design phase would provide for a reasonable chance to construct the project during 2015 and to allow for the completion of the SDWSRF construction funding application.

If the City chooses to use City funds to be reimbursed later, there is a minor risk that the NCRP Prop 84 funds could not materialize. However, in the experience of the City's engineering firm it is very unlikely that anything could disrupt the process of the City obtaining the grant agreement and requesting reimbursement for project costs.

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**RESOLUTION NO. 1258-2015**

**RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF RIO DELL  
AUTHORIZING A LOAN FROM  
THE GENERAL FUND TO THE WATER OPERATIONS FUND  
IN THE AMOUNT OF \$65,400.00  
FOR WELL IMPROVEMENT DESIGN AND GRANT PROPOSAL PREPARATION  
RELATED TO THE METROPOLITAN WELL SITE PROJECT**

**WHEREAS**, the City of Rio Dell and the State of California are currently experiencing unprecedented drought conditions , and

**WHEREAS**, the City of Rio Dell has prioritized the reintroduction of the Metropolitan Well Site as a secondary emergency source of water for the City , and

**WHEREAS**, the City of Rio Dell wishes to expedite the reintroduction of the Metropolitan Well Site and allow potential project completion within calendar year 2015, and

**WHEREAS**, the City of Rio Dell expects to be reimbursed through a Proposition 84 grant in the future thereby repaying these funds, and

**WHEREAS**, the Water Operations Fund has an estimated ending fund balance below the 15% minimum reserve balance policy, and

**WHEREAS**, the General Fund maintains a sufficient balance in excess of the 15% minimum reserve balance policy,

**NOW, THEREFORE BE IT RESOLVED** the Rio Dell City Council hereby authorizes a loan from the General Fund to the Water Operations Fund in the amount of \$65,400.00 for the above described scope of well improvement design and grant proposal preparation related to the Metropolitan Well Site Project.

**PASSED AND ADOPTED** by the City Council of the City of Rio Dell on March 17, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Frank Wilson, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above to be a full, true and correct copy of Resolution No. 1103.2011 adopted by the City Council of the City of Rio Dell on March 17, 2015.

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Karen Dunham, City Clerk



## **Agreement Between**

**The City of Rio Dell  
And  
GHD Inc.  
For**

### **Preliminary Design, Monitoring Wells, Environmental Documentation, and Cost Estimate for the Metropolitan Wells Project**

This agreement is between the City of Rio Dell and GHD Inc. to complete a preliminary design, monitoring well installation, environmental documentation, and a cost estimate for the Metropolitan Wells Project. This agreement is based on a prime agreement between the City of Rio Dell and GHD Inc. dated June 3, 2013. All provisions of the prime agreement apply to this agreement unless noted otherwise in this agreement.

#### **Understanding**

The City of Rio Dell is pursuing a project to enhance the reliability of the City Water System through development of an active groundwater well system at the City's property in Metropolitan near the old Eel River Saw Mill. This system is intended to augment, but not replace, the existing surface water intake system. This is a critically important project for the City for several reasons. First, the active well system could provide an additional source of supply if it were difficult to get water into the infiltration gallery during lower river flows and also to provide an additional source of supply during periods of river turbidity that requires significant operator overtime to monitor treatment. In addition, it may be possible to make the case that a new well should not be subject to State Board water right licensing requirements which may provide an additional source of water if the State Board mandates reduction in licensed extractions during very low river flows.

The Metropolitan Wells project consists of the installation of monitoring wells, rehabilitation of existing wells and enclosures, installation of a new well and well enclosure, installation of an iron and manganese removal treatment system as well as an upgraded chlorination system.

The overall strategy is to fund the project through a grant from the Department of Water Resources Proposition 84 through the North Coast Resource Partnership (NCRP) coupled with Safe Drinking Water State Revolving Fund (SDWSRF) construction financing. The work under this scope is needed to complete preliminary design, installation of monitoring wells, rehabilitate existing wells, complete a California Environmental Quality Act (CEQA) categorical exemption, and complete Federal Environmental Cross Cutter Environmental requirements.

The City has been approved for a \$783,000 grant from the Department of Water Resources Proposition 84 through the North Coast Resource Partnership (NCRP) to be administered by Humboldt County. A final executed grant agreement between the City and Humboldt County is anticipated in July or August of 2015.

The preliminary design needs to be initiated in the near term to allow for the project to be constructed by early fall 2015. In addition, the preliminary design and environmental work is needed to support a Safe Drinking Water State Revolving Fund (SDWSRF) construction financing application. This additional funding application is needed because the funds received from DWR/ NCRP will not cover the full construction cost. Thus, it will be important to prepare and submit the funding application in soon to have the construction funds available when needed.



## Scope of Services

Based on the above understanding of the project intent, we propose to provide the following professional engineering and environmental services. The work performed will be divided into tasks as described below:

### Task 1 – Preliminary Design

This task is based on the preparation of a preliminary design report and a preliminary plan set consisting of design plans and draft technical specifications. The Draft preliminary design report plans and specifications will be delivered to the City for review. City comments will be incorporated into a Final preliminary design report, plans and specifications.

#### Deliverables:

- 1 electronic copy, *Draft Preliminary Design Report, Plans, and Specifications.*
- 1 electronic copy, *Final Preliminary Design Report and Plans, and Specifications*

### Task 2 – Survey

This task is to complete needed topographic survey work to develop the preliminary plans. The survey work is collecting additional topographic and surface feature data at the City's existing well site property in Metropolitan. The topographic survey will include surface indications of utilities, drainage structures and inverts, vegetation, structures, signs, and other features within 25 feet of the City's Metropolitan Well Site and Monitoring Well Sites. Evidence of existing recorded monuments and easements will be searched for and field located if found. These information will be incorporated into a survey base map that will be used for design purposes.

The data will be used to augment existing information for the design process. This task does not include any survey, boundary work, legal descriptions, or legal documents or processes for easements or other property related work. At this time, no such additional work is anticipated, but if upon further investigation it becomes necessary, then a separate scope and budget will be prepared.

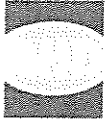
Preliminary title reports will be provided by the City of Rio Dell.

#### Deliverables:

- *A topographic base map will be prepared with topography, observed surface features, and relevant information from title reports at a horizontal scale of 1"=20', one foot contours, and spot elevations, prepared using AutoCAD Civil 3D 2014 software. The survey will be based on the North American Datum of 1983 (NAD 83) for the horizontal datum, and the North American Vertical Datum of 1988 (NAVD 88) for the vertical datum. A "Survey Control Data Sheet" will be prepared showing all ties to existing and set monumentation used during the survey. Semi-permanent control points will be set throughout to serve as project control during construction of the project, and/or subsequent survey activities.*

### Task 3 – Cleaning, Testing, and Evaluation of Existing Wells

The existing wells may be usable as part of a future groundwater supply system to augment the existing surface water system. The condition and capacity of these wells needs to be evaluated to determine their potential usefulness to the City. The cleaning and testing work will be completed by a drilling contractor and GHD will prepare Well Cleaning & Testing Plans, Specifications, and Bid Package so the City can obtain bids from drilling contractors to complete the work. The concept of cleaning and testing is to use techniques such as bailing, surging, sparging, and other methods to flush sediment and debris out of the well screen, the surrounding formation, and from the well pipe. Testing would entail the contractor conducting drawdown tests to provide data on the potential capacity of the existing wells. GHD will



prepare the overall plan as a bid package so the City may obtain costs from contractors. This task also includes GHD managing the bidding process, evaluating bids, and assisting the City in the execution of a contract. The City shall contract directly with a well contractor for the services and shall make associated payments directly to the contractor. GHD will periodically be on site to observe the results of the cleaning and testing operations. The results of the cleaning and testing will be used by GHD to prepare a summary memo regarding the condition and capacity of the existing wells and future recommendations.

Deliverables will first be developed in draft format and reviewed with the City. Any City comments will be incorporated into a final deliverable

**Deliverables:**

- 1 electronic copy, *Draft Well Cleaning and Testing Bid Package*
- 1 electronic copy, *Final Well Cleaning and Testing Bid Package*
- 1 electronic copy, *Draft Well Evaluation Memo*
- 1 electronic copy, *Draft Well Evaluation Memo*

**Task 4 – Design and Installation of Monitoring Wells**

Both the Regional Water Quality Control Board and the Division of Drinking water have requested three monitoring wells be installed to the north and west of the well site to monitor for possible contaminant related to the nearby brownfield site. Existing data shows that groundwater under the brownfield site is not flowing towards the City's well site, however this monitoring system was requested by both agencies as a means of monitoring groundwater in the vicinity of the City's drinking water wells. These monitoring wells would provide the opportunity to foresee a precaution.

It is anticipated that the monitoring wells will be installed on property adjacent to the City's property and it is envisioned that a simple access agreement will be developed for the installation and periodic monitoring of the wells. GHD will prepare the access agreement and the City, including Legal Counsel, will review and approve the draft agreement. It is anticipated that the property owner will be agreeable to the monitoring wells and the access agreement. This task does not include formal legal descriptions, easements, or payments to the owner for access. If required, these additional items would be addressed under a separate scope and budget.

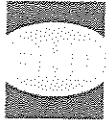
GHD will prepare the overall monitoring well plan a bid package so the City may obtain costs from contractors. This task also includes GHD managing the bidding process, evaluating bids, and assisting the City in the execution of a contract. The City shall contract directly with a well contractor for the services and shall make associated payments directly to the contractor. GHD will periodically be on site to observe the installation of the monitoring wells.

The bid package under this task may be combined with the bid package for Task 3.

Deliverables will first be developed in draft format and reviewed with the City. Any City comments will be incorporated into a final deliverable

**Deliverables:**

- 1 electronic copy, *Draft Access Agreement*
- 1 electronic copy, *Final Access Agreement*
- 1 electronic copy, *Draft Monitoring Well Bid Package*
- 1 electronic copy, *Final Monitoring Well Bid Package*



### **Task 5 – Engineering Opinion of Probable Cost**

The development of the overall project funding and implementation strategy depends upon the estimated overall cost to implement the project. This Engineering Opinion of Probable Cost will be prepared based on the results of the predesign related tasks and the overall configuration of the system upgrades. The estimate will include costs for final design, any final permitting required, anticipated legal and administrative costs, City, construction and startup of the improvements, and a contingency allowance. The opinion of probable cost will be used to craft the overall project funding package from Proposition 84 and the Safe Drinking Water State Revolving Fund.

The Engineers Opinion of Probable Cost will be developed in draft form and reviewed with the City and then updated into final form.

#### *Deliverables:*

- 1 electronic copy, *Draft Engineers Opinion of Probable Cost*
- 1 electronic copy, *Final Engineers Opinion of Probable Cost*

### **Task 6 – CEQA Categorical Exemption Assistance**

Based on our current understanding of the project, it is assumed to be categorically exempt from CEQA. Based on this understanding a Notice of Exemption will be prepared for the City to adopt. Once adopted, GHD will cause the Notice of Exemption to be recorded at the County Clerk's office for a 35 day public noticing period whereby it can be legally challenged.

It is assumed that the Notice of Exemption is an appropriate CEQA document and that no challenges will be filed. If the Notice of Exemption is challenged or if it is determined that a Negative Declaration or Environmental Impact Report are needed, then a separate scope and budget will be prepared.

The Notice of Exemption will be developed in draft form and reviewed with the City and then updated into final form.

#### *Deliverables:*

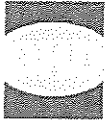
- 1 electronic copy, *Draft Notice of Exemption*
- 1 electronic copy, *Final Notice of Exemption*

### **Task 7 – Federal Cross Cutter Environmental Documentation**

This task includes work related to the evaluation of Federal environmental statutes that are not required for CEQA, but are required to obtain federal funds. The following Federal Regulations will be evaluated:

- Federal Clean Air Act: Includes an evaluation of estimated project construction and operational air emissions (in tons per year) and supporting calculations
- Coastal Zone Management Act: No data necessary project is outside the Coastal Zone
- Federal Endangered Species Act (ESA): Includes a project-level biological report/assessment by a qualified professional, surveys and evaluations analyzing the project's direct and indirect effects on special-status species, and an up-to-date species list (less than one year old from the United States Fish and Wildlife Service, the California Natural Diversity Database and the California Native Plant Society) for the project area.





- Environmental Justice: Document benefits to economically disadvantaged community
- Farmland Protection Policy Act: Document project not located on farmland
- Flood Plain Management: Includes floodplain mapping and description of mitigation measures
- National Historic Preservation Act: Includes identification of the area of potential effects (APE) with both cartographic and textual descriptions, including construction, staging areas, and depth of any excavation. Includes obtaining a Cultural Resources Report prepared by a qualified professional that includes a current records search from the appropriate California Historical Resources Information System (less than one year old, extending to a half-mile beyond the project APE), with maps showing all sites and surveys drawn in relation to the project area, records of Native American consultation, and a consultation letter for the State Water Board to use for consultation with the State Historic Preservation Officer.
- Magnuson-Stevens Fishery Conservation and Management Act: Discuss why the project will not affect essential fish habitat
- Migratory Bird Treaty Act: Discuss why the project will not affect migratory birds
- Protection of Wetlands: Document no wetlands in project area
- Safe Drinking Water Act, Sole Source Aquifer Protection: Document the project is not within the boundaries of a sole source aquifer
- Wild and Scenic Rivers Act: Develop a map for the project in relation to the Eel River, a wild and scenic river watershed.
- National Forest Lands: Develop a color map and identify the APE to show no forest lands impacted.
- Clean Water Act (Section 404) and Rivers and Harbors Act (Section 10): Document the project will not include placement of dredged or fill material into waters of the United States or construction of structures in, under, or over navigable waters of the United States.

At the conclusion of the evaluation process a technical memo will be prepared summarizing the federal regulations evaluated and their potential applicability based on the potential use of Federal funds on the project. At this stage it is not anticipated that any of these Federal Requirements will have a bearing on the project and require additional permitting effort. However, if additional permitting effort beyond what is included in Task 6 is required, then a separate scope and budget will be prepared to address them.

**Deliverables:**

- *Federal Environmental Regulatory Technical Memorandum*

**Services and Information Provided by the City**

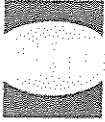
This scope of services is based on collaborating with the City throughout the project. The services and information provided by the City are a key element of the project success and include the following::

- The City shall provide a Preliminary Title Report for the Metropolitan well property.
- The City shall contract directly with well drillers for the cleaning and testing of the existing wells and for the installation of the new monitoring wells.
- The City shall provide data on the operation, water quality, and other characteristics of the existing wells.
- The city shall arrange for and pay for the testing of the water from the existing wells if adequate existing data is not available.

**Exclusions and Additional Services**

This scope of services is based on the following assumptions and exclusions:

- Scope includes preliminary design. Final design and bid documents to be covered under a separate future scope.



- Surveying is for topographic and surface feature purposes. Boundary, easements, or other surveying services could be provided under separate scope and budget if needed.
- CEQA based on Notice of Exemption
- Assumes additional Federal permitting is not required
- Additional services beyond what is included in this scope can be provided at the City's required under a separate scope and budget.

#### Compensation

The services outlined in this scope will be provided on a time and materials not to exceed \$59,500. The initial budget by task is shown below (actual distribution of charges between task may vary):

Task 1:	Preliminary Design	\$29,900
Task 2:	Survey	\$6,900
Task 3:	Monitoring Well Design & Installation	\$4,700
Task 4:	Clean and Test Wells	\$3,600
Task 5:	Cost Estimate	\$4,000
Task 6:	CEQA Catagorical Exemption Assistance	\$1,700
Task 7:	Federal Cross Cutters Environmental Doc	\$8,700
Total		\$59,500

#### Estimated Project Schedule

The scope of services presented above can be completed within 3 months of receiving a signed contract.

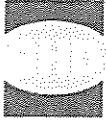
#### AGREED

City of Rio Dell

GHD Inc.

Kyle Knopp, City Manager,	Date	Steve McHaney, Manager,	Date
---------------------------	------	-------------------------	------

\_\_\_\_\_  
Rio Dell Accounting Tracking Number



## **Agreement Between**

**The City of Rio Dell  
And  
GHD Inc.  
For**

## **Safe Drinking Water State Revolving Fund Construction Application**

This agreement is between the City of Rio Dell and GHD Inc. to develop a Safe Drinking Water State Revolving Fund (SDWSRF) application for construction funding for the Metropolitan Wells Project. This agreement is based on a prime agreement between the City of Rio Dell and GHD Inc. dated June 3, 2013. All provisions of the prime agreement apply to this agreement unless noted otherwise in this agreement.

### **INTRODUCTION**

The City of Rio Dell with the assistance of GHD submitted a project application through the NCRP's 2014 Integrated Regional Water Management (IRWM) Drought Solicitation funded by the Department of Water Resources (DWR) via Proposition 84. The proposed Metropolitan Wells Project has been approved for funding, and final contacting for the project award is anticipated in summer of 2015. The Metropolitan Wells project consists of the installation of monitoring wells, rehabilitation of existing wells and enclosures, and/or installation of a new wells and well enclosures, installation of an iron and manganese removal treatment system as well as, and an upgraded chlorination system.

The City's Proposition 84 IRWM grant is for \$783,000. However, project costs are anticipated to exceed this grant funding amount. The City has been in discussions with the State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) regarding supplemental funding options. The SWRCB DDW administers the SDWSRF funding program. This program provides loans and principal forgiveness (or grants) up to 80% of project costs depending on a set of loan affordability criteria.

The City will be able to use the Proposition 84 IRWM funds to cover planning and design work, however additional funds will be needed for construction. The scope of services below is for completing a construction financing SDWSRF application.

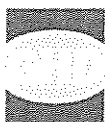
### **SCOPE OF SERVICES**

This scope of service is to work with the City of Rio Dell and the SWRCB DDW to develop a complete funding application for the SDWSRF program for the Metropolitan Wells Project. The preparation of the application will be a joint effort with GHD leading the development of the application sections, development of draft resolutions and assurances, and responding to questions from the SWRCB DDW, and with Rio Dell coordinating required resolutions, obtaining legal opinions from the City's counsel, providing project details and reports in coordination with the City's wastewater consultant, and providing financial records.

The SDWSRF application consists of multiple sections. The effort to complete the application has been broken out into four sections discussed below. While Rio Dell assistance is needed on many items, GHD will be responsible for the overall compilation of the application sections, submittal to SWRCB DDW and follow up with SWRCB DDW on additional items requested. In addition to the four sections outlined below, the City will be required to engage legal counsel on

#### **GHD Inc.**

718 Third Street Eureka CA 95501 USA  
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several issues related to validity of financing agreements and resolutions, existence of pending or ongoing litigations, and project property rights.

### General Information Package

This section includes basic information about the City and the Project, including the overall project budget and schedule and sustainability components that have been incorporated into the project. Table 1 details this section of the application and proposed responsibilities.

### Technical Package

This section includes the project technical details as well as documentation of the City's compliance with Urban Water Management and Water Conservation Plans, Water Rights, and other certifications. Table 2 details this section of the application and proposed responsibilities.

### Environmental Package

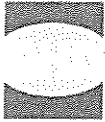
This section includes the required project California Environmental Quality Act (CEQA) documents and Federal Cross-Cutters for the National Environmental Policy Act (NEPA) as the SDWSRF is funded in part through the Federal Safe Drinking Water Act. Completion of this section assumes that the CEQA and federal cross cutter information will be developed under a separate scope and fee. Table 3 details the environmental section components and items Rio Dell will need to assist with and the items GHD will be responsible for.

### Financial Security Package

This section includes details on the funding request, population/ rate payers served, required resolutions, tax and debt information, and other Capital Improvements. Table 4 details the financial security package and the items Rio Dell will need to assist with and the items GHD will be responsible for.

**Table 1: SDWSRF Construction Application General Information Packet**

No.	Application Section	Rio Dell Items	GHD Items
I	Type of Assistance Requested	Rio Dell to assist with project details	GHD to complete with the assistance of Rio Dell
II	Applicant Information	Rio Dell to assist with project details	GHD to complete with the assistance of Rio Dell
III	Project Information and Proposed Schedules	Rio Dell to assist with project details	GHD to complete with the assistance of Rio Dell
IV	Estimated Project Capital Costs	To be reviewed by Rio Dell	To be provided by GHD
V	Managerial Information	Rio Dell to assist with project details	GHD to complete with the assistance of Rio Dell
VI	Attachments	Rio Dell to provide the following documents <ul style="list-style-type: none"> <li>• Ownership Documentation</li> <li>• Organization Chart</li> <li>• Pending Litigation</li> </ul>	GHD to compile into the application



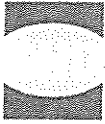
**Table 2: SDWSRF Construction Application Technical Package**

<b>Item No.</b>	<b>Application Section</b>	<b>Rio Dell Items</b>	<b>GHD Items</b>
I	Technical Information	Rio Dell to assist with project details including items I.1, I.2, I.3, I.5	GHD to complete with the assistance of Rio Dell
	I.3 Engineering Report	Rio Dell to assist with project details	To be completed by GHD under a separate contract for project design
	I.4 Compliance with Water Metering Requirements	Rio Dell to complete Certificate of Compliance	GHD to assist with form
	I.6 Technical Managerial, and Financial Assessment (TMF)	Rio Dell to assist with back up documentation	GHD to complete with the assistance of Rio Dell
II	Water Rights, Water Conservation and Urban Water Management	Rio Dell to verify compliance with State Water Board's emergency drought regulations at Section 863-865 of title 23 and provide copy of water conservation plan	GHD to complete with the assistance of Rio Dell

**GHD Inc.**

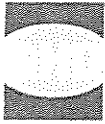
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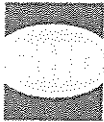
**Table 3: SDWSRF Construction Application Environmental Package**

Item	Environmental Section	Rio Dell Items	GHD Items
I	CEQA Status	No Action	GHD to complete
II	CEQA Documents	No Action	No Action
III	CEQA Exemption Information		GHD to complete CEQA Exemption under a separate scope and attach to application
IV.1	Federal Clean Air Act		GHD to compile information under separate Scope and incorporate into the Application
IV.2	Coastal Zone Management Act		
IV.3	Federal Endangered Species Act (ESA)		
IV.4	Environmental Justice		
IV.5	Farmland Protection Policy Act		
IV.6	Flood Plain Management		
IV.7	National Historic Preservation Act		
IV.8	Magnuson-Stevens Fishery Conservation and Management Act		
IV.9	Migratory Bird Treaty Act		
IV.10	Protection of Wetlands		
IV.11	Safe Drinking Water Act, Sole Source Aquifer Protection		
IV.12	Wild and Scenic Rivers Act		
IV.13	National Forest Lands		
IV.14	Clean Water Act (Section 404) and Rivers and Harbors Act (Section 10)		



**Table 4: SDWSRF Construction Application Financial Security Package**

Item No.	Credit Review Section	Rio Dell Items	GHD Items
1	Amount of Assistance Requested	Rio Dell to review	GHD to complete
2	Term Requested	Rio Dell to review	GHD to complete
3	Other Project Funding Sources	Rio Dell to provide data	GHD to complete
4	Current Year Median Household	Rio Dell to review	GHD to complete
5	Current Year Estimate Population Served	Rio Dell to provide data	GHD to incorporate into Application
6	Average current monthly residential water bill	Rio Dell to provide data	GHD to incorporate into Application
7	Average monthly residential water bill for the prior three years	To be provided by Rio Dell	GHD to incorporate into Application
8	Average projected increase to the monthly residential water bill as a result of funding request	To be provided by Rio Dell	GHD to incorporate into Application
9	Discussion of Material Events, Material Obligation Conditions, and Any Debt Limit	To be provided by Rio Dell	GHD to incorporate into Application
10	Water Rate Study	To be provided by Rio Dell	GHD to incorporate into Application
11	Projected monthly residential water bill for the next 3 years	To be provided by Rio Dell	GHD to incorporate into Application
12	5-Year revenue/expenditure projection	To be provided by Rio Dell	GHD to incorporate into Application
13	Identify and describe the dedicated revenue source	To be provided by Rio Dell	GHD to incorporate into Application
14	Security	To be provided by Rio Dell	GHD to incorporate into Application
	Attachments	Rio Dell to Provide/ Complete <ul style="list-style-type: none"> <li>• Water Rate Structure (last 3 years)</li> <li>• Tax Questionnaire</li> <li>• Reimbursement Resolution</li> <li>• Financial Statements</li> <li>• Authorizing Resolution</li> <li>• Rate Adoption Resolution</li> <li>• Pledged Revenues and Fund(s) Resolution</li> <li>• Related Debt:</li> <li>• New Special Tax, Assessment District, or service charge projections</li> <li>• Future Capital Needs</li> </ul>	GHD to provide forms as needed and incorporate documents into the application



## GENERAL EXCLUSIONS AND ASSUMPTIONS

This scope and fee are based on the assumptions and exclusions listed below. If changes are made to any of these assumptions/exclusions, the scope and fee would need to be adjusted accordingly.

- This scope does not include completion of CEQA or research to complete federal environmental regulatory information needed to complete application environmental package.
- The City will be actively provide required application information in a timely manner as requested by GHD.

## SCHEDULE

The majority of the SDWSRF application can be completed in 8 weeks from the date this scope is signed.

## COMPENSATION

The above scope will be completed on a time and material basis, for a not to exceed budget allowance of \$5,900 without prior approval from the City. The table below presents the break out of costs for the four application sections in the Scope.

Application Section	Fee
General Information Package	\$1,000
Technical Package	\$2,200
Environmental Package	\$1,200
Financial Security Package	\$1,500
<b>TOTAL</b>	<b>\$5,900</b>

Invoices will be prepared approximately monthly and are due and payable by the City within 30 days of the date of the invoice.

## AGREED

City of Rio Dell

GHD Inc

\_\_\_\_\_  
Kyle Knopp, City Manager, Date

\_\_\_\_\_  
Steven McHaney, Manager, Date

\_\_\_\_\_  
Rio Dell Accounting Tracking Number



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*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellcity.com*



March 17, 2015

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action on the City's Active Transportation Plan (ATP) Grant Application

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the submittal of an ATP application prepared by GHD for the City to include the following (5) bicycle and pedestrian projects and one (1) Non-Infrastructure educational component :

1. Scenic Way at Eeloa Avenue Intersection reconfiguration for pedestrian and bicyclist safety, and
2. Bellevue Avenue between Wildwood Avenue and River Street bike lane, signage and striping improvements, and
3. Wildwood Avenue between Davis Street and Bellevue Avenue bike lane including signage and striping, and
4. Davis Street between Wildwood and Rigby Avenues bike lanes and striping, and
5. Highway 101 southbound Off-ramp at Wildwood, and
6. Non-Infrastructure bicycle education program.

BACKGROUND AND DISCUSSION

This item is returning to the Council for formal adoption following a presentation on March 3, 2015 wherein the language on the agenda did not allow for formal action.

Caltrans is planning to release a call for projects for the Active Transportation Program (ATP) Cycle 2 on March 26, 2015. The ATP program is well suited to fund many of the projects that Rio Dell has listed on HCAOG's Regional Transportation Plan (RTP) Complete Streets projects list. The City of Rio Dell submitted an application for ATP Cycle 1 a year ago, which was very near to being selected for funding. The individual projects listed on the RTP could be combined into single Safe Routes to Schools (SRTS) project to take advantage of the economy of scale and efficiently use the state or federal funding. Safe Routes to Schools is a type of project under the ATP program and fits the types of projects the City has listed as priority street projects. Additionally a Non-Infrastructure (NI) project could be included in the application. A NI project

includes community outreach and education regarding safety when going to and from school while walking or biking. The addition of the NI project is expected to help increase the potential for a successful application.

Schedule:

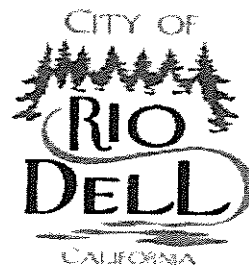
- March 26, 2015: Call for projects for the Active Transportation Program (ATP) Cycle 2
- June 1, 2015: Applications due to Caltrans
- September 15, 2015: Caltrans recommends project for funding

On May 6th, 2014 the City Council approved an Active Transportation Plan (ATP) grant application submittal for bicycle and pedestrian safety. While the city was ultimately not successful in its pursuit of this funding last year, the proposal was well ranked and staff believes that this new grant cycle has a reasonable chance at resulting in an award. The current proposal is similar to the one the Council approved in 2014 and capitalizes on work already performed. New to this proposal is the inclusion of item #5, the Highway 101 southbound off-ramp at Wildwood. Also new to this grant cycle as proposed is a public outreach component designed to include student education about bicycle and pedestrian safety at area schools. The financial impact is minimal as Safe Routes to School projects do not require a City match and much of the work on this proposal was done in prior years.

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riodelcity.com*



March 17, 2015

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action to Authorize the City Manager to Sign a Letter Seeking Categorical Exemption from Requirements of the California Environmental Quality Act for the Metropolitan Well Site Project

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to sign a letter seeking categorical exemption from the requirements of the California Environmental Quality Act (CEQA) for the Metropolitan Well Site Project.

BACKGROUND AND DISCUSSION

CEQA requires the City to analyze and disclose the environmental impacts associated with the Metropolitan Well Site Project (MWSP), and if an impact exists, the city would need to develop a plan to remedy or mitigate identified impacts.

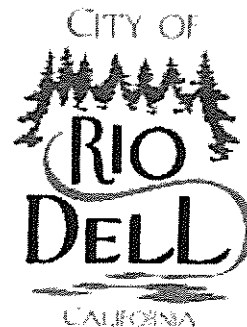
MWSP utilizes a site that has historically been used for water extraction purposes and seeks to simply replace existing infrastructure through rehabilitation or new well construction. Similarly, work on the ground level seeks to replace already existing water related infrastructure. Once implemented, MWSP will be used on an emergency basis, and for up to 15 days of operation per year to allow for maintenance of the city's main source of water. The project increases redundancy and reliability of the city's water supply. Since the program does not expand water use needs or the number of customers, staff believes MWSP to be an exempt activity as described in CEQA Guidelines Section 15302(c).

## CEQA NOTICE OF EXEMPTION

To:   X   Office of Planning and Research  
P.O. Box 3044  
Sacramento, CA 95812-3044  
Or 1400 Tenth Street, Room 212  
Sacramento, CA 95814

To:   X   County Clerk, County of Humboldt

From: City of Rio Dell  
675 Wildwood Drive  
Rio Dell, CA 95562



**Project Title:** Metropolitan Wells Redevelopment

**Project Applicant:** City of Rio Dell

**Project Location:** The Metropolitan Well Site is located at parcel numbers 205111027000, 205111026000, 205111050000 and 205111029000, located north of Northwestern Avenue at the intersection with the industrial park's eastern driveway, in the community of Rio Dell. Township 2 North, Range 1 West, Humboldt Base and Meridian East. The Metropolitan Well Site is in the SE ¼ of NE ¼ of Section 36.

**Project Location - City:** Rio Dell

**Project Location - County:** Humboldt

**Description of Project:** Rio Dell's City Hall is located at 675 Wildwood Drive in Rio Dell. Rio Dell owns and operates a water system that supplies approximately 3,200 customers. Rio Dell's water system is fed by an infiltration gallery that collects surface water from the Eel River which is located at the south end of the City. In addition to the infiltration gallery the City has a series of wells, which the City does not currently use, that are located at the Metropolitan Well Site (APN 205111027000) at the north end of the City off of Northwestern Avenue. The infiltration gallery supplies the City's treatment facility on Hilltop Drive. The treated water is distributed to the community and to storage tanks.

The proposed well redevelopment (proposed project) would provide redundant means of collecting raw water if the area experiences a drought and Rio Dell is not able to draw in adequate surface water through the infiltration gallery to supply the community, or if the infiltration gallery system needs to be shut down for maintenance.

The well redevelopment project includes the evaluation, testing and cleaning of the existing wells (Well #1 and Well #3). A new well may be installed if Well #1, when evaluated, is found to be impractical to redevelop. If Well #1 is not operable then it would be properly abandoned per Humboldt County regulations or secured to prevent tampering, entry of foreign material or vertical migration of any contaminants. The pumps, control connections, electrical systems to each well would be replaced (or installed if a new well is drilled) and housings constructed to protect the systems from the elements.

A treatment system for iron and manganese and housing would be constructed adjacent to the well housings to treat the raw groundwater. The existing disinfection and controls building would be replaced including new controls and a new disinfection system. All of the system components would be tied together with various sized water piping and fittings.

Three monitoring wells would be constructed on the parcel to the west of the Metropolitan Wells Site (APN 205111050000). The monitoring wells would be installed to a depth of up to 100 feet below existing grade.

**Name of Public Agency Approving Project:** City of Rio Dell

**Name of Person or Agency Carrying Out Project:** City of Rio Dell

**Exempt Status: (check one)**

- ☐ Ministerial (Sec. 21080(b)(1); 15268);
- ☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
- ☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- ☒ **Categorical Exemption (type and section): Class 2, Section 15302(c)**
- ☐ Statutory Exemption (Sec. 21080(b)(3); 15269(a));

**Reasons why project is exempt:** The project would include the redevelopment of existing wells, potentially a new well on site, a treatment system, replacement of disinfection system, controls and electrical service system. The project would not impact the quantity or location of Rio Dell's water rights and does not affect the number of connections served now or in the future. The redevelopment of wells would not provide service to areas that are not already served by the existing water systems. The redevelopment would only provide a redundant means of providing water. Therefore, no growth beyond existing capacities would be provided by the proposed project.

The proposed project meets the description of exempt activities under Categorical Exemptions, Class 2, Section 15302(c). Under CEQA Guidelines Section 15302(c), Replacement or Reconstruction, projects which involve the "replacement or reconstruction of existing utility systems or and/or facilities involving negligible or no expansion of capacity." The proposed project does involve the replacement or reconstruction of existing wells and associated systems as described above.

This NOE has been prepared by GHD and reviewed by the City of Rio Dell.

**Lead Agency Contact Person:** Mr. Kyle Knopp **Telephone:** (707) 764-3532

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Title:** City Manager

X Signed by Lead Agency

*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellcity.com*



March 17, 2015

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Related to Electric Vehicle Charging Station  
Proposed for Downtown Parking Lot and Related Draft Memorandum of Understanding.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Receive the presentation and provide direction to staff.

BACKGROUND AND DISCUSSION

On January 21, 2014 the City Council received a presentation from the Redwood Coast Energy Authority (RCEA) and GHD, Inc. (acting as the RCEA engineer) regarding an opportunity for an electric vehicle charging station to be located in Rio Dell. The original location for the charging station was City Hall, however by April of 2014 the location had changed to the city parking lot downtown. The council was supportive of the project and voted 5-0 in the affirmative to send a letter of support.

On Wednesday March 4, 2015 staff met with representatives of RCEA and GHD, Inc. to go over progress on the project. Attached are the estimated costs for the EV charging station (100% non-city costs), and a map of the Rio Dell downtown parking facility with proposed modifications.

At your March 17, 2015 Council meeting, the City Council will receive a presentation on the EV Charging station project, covering the timeline, next steps, and the ongoing funding/maintenance plan. Implementation of the EV charging station will require the city to designate one parking space for exclusive use as a vehicle charging station.

Attached is a draft MOU that at the time of agenda publication was still under staff review.

After the meeting on March 4<sup>th</sup>, the City Manager became aware that the handicap parking at the city's parking lot may not be up to current standards. This space is adjacent to the current proposed location of the EV charging space. Staff will provide an update on the potential changes to the project that may arise out of potential need to update the handicap parking.

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**MEMORANDUM OF UNDERSTANDING  
BETWEEN [SITE HOST] AND  
THE REDWOOD COAST ENERGY AUTHORITY**

**1. Purpose**

The purpose of this Memorandum of Understanding ("MOU") is to set forth the terms and conditions between \_\_\_\_\_ ("SITE HOST") and the Redwood Coast Energy Authority ("RCEA") for a partnership to provide plug-in electric vehicle charging to the general public at \_\_\_\_\_ ("LOCATION").

**2. Context**

RCEA has entered into an agreement with the California Energy Commission (CEC) to receive grant funding pursuant to Grant # PON-13-606, for the "North Coast Plug-In Electric Vehicle Charging Network" program. That grant includes funding to install electric vehicle supply equipment (EVSE) at nine locations in Humboldt County. RCEA and the SITE HOST agree that the LOCATION is a desirable site for public electric vehicle charging infrastructure and agree to work together to install and operate EVSE at this site.

**3. Roles and Responsibilities**

Through this MOU, the SITE HOST agrees to serve as the site host for EVSE and RCEA agrees to install, own, and operate the EVSE; each party agrees to the following roles and responsibilities:

- A. At no cost to the SITE HOST, RCEA will install, own, operate, and maintain the EVSE, and will be responsible for performing any required repairs or upgrades to the EVSE.
- B. Equipment installed by RCEA will be wall mounted SAE J1772-standard compliant, Level 2, 240V EVSE able to service [one/two] vehicle(s) at a time.
- C. The SITE HOST will allow RCEA to install the EVSE and associated signage and pavement marking, and allow RCEA to connect the EVSE to the main electrical service panel of the LOCATION and to the internet service at the LOCATION. All work will be performed by appropriately licensed and insured contractors who shall obtain electrical permits and City business licenses.
- D. The SITE HOST will designate [one/two] parking space(s), as shown on the attached conceptual site plan, as reserved for users of the EVSE and will make those spaces available for use 24-hours a day, 7 days a week.
- E. RCEA will set pricing and collect payment from users of the EVSE; the SITE HOST will not be charged for use of the EVSE by any vehicle owned by the SITE HOST.
- F. Based on the SITE HOST's electricity rate schedule, RCEA will calculate the cost to the SITE HOST of electricity dispensed by the EVSE and reimburse the SITE HOST on a quarterly basis for the value of the electricity dispensed by the EVSE.

- G. The terms of this MOU shall stay in effect as long as the EVSE remains in place at LOCATION. The SITE HOST will continue to host the EVSE under the terms of this MOU through [June 30, 2017], which date may be extended upon the mutual agreement in writing of the parties. After [June 30, 2017], either the SITE HOST or RCEA may give the other party 90 days' written notice of intent to terminate this MOU, and within 90 days of such notice, RCEA will either remove the EVSE and any associated signage and restore the site to its original condition, or transfer ownership of the EVSE to the SITE HOST for the SITE HOST's continued sole operation and maintenance.

#### **4. Hold Harmless and Indemnification**

RCEA agrees to indemnify, defend and hold harmless the SITE HOST, its Governing Board, its officers, agents, employees, and volunteers from any and all claims and losses, whatsoever, accruing or resulting from any and all subcontractors, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged as a result of the RCEA, its officers, agents employees and volunteers, pertaining to RCEA's performance of this Agreement.

SITE HOST agrees to indemnify, defend and hold harmless RCEA, its Governing Board, its officers, agents, employees, and volunteers from any and all claims and losses, whatsoever, accruing or resulting from its performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged as a result of the SITE HOST, its officers, agents, employees and volunteers, pertaining to the SITE HOST's performance of this Agreement.

#### **5. Insurance**

- A. RCEA agrees to maintain, at a minimum, the insurance coverage or self-insurance coverage as set out below at all times during the terms of this MOU. Failure to maintain the required insurance shall be grounds for termination of this MOU. Said coverage shall include an endorsement to add the SITE HOST, its officers, agents and employees, as additional insureds with respect to liability arising out of or connected with the services to be provided under this MOU. Said coverage shall additionally be endorsed to specify that the RCEA insurance is primary and that insurance or self-insurance maintained by the SITE HOST shall not contribute with it. Upon request, RCEA shall furnish the SITE HOST with certificates of insurance and endorsements of all required insurance. Said documentation shall state that coverage shall not be cancelled except after thirty (30) days prior written notice has been given to the SITE HOST.
- B. Workers' Compensation and Employers' Liability Insurance: RCEA shall provide Workers' Compensation and Employers' Liability insurance for RCEA's employees and agents to the extent required by law.
- C. Commercial General Liability: RCEA shall maintain \$1 million minimum commercial general liability insurance coverage.
- D. Business Auto: RCEA shall maintain \$1 million minimum business automobile



insurance coverage.

- E. Professional Liability Insurance: RCEA shall maintain \$1 million minimum professional liability insurance.

## **6. Assignment**

Neither party shall assign its obligations under this Agreement without the prior written consent of the other.

## **7. Nondiscriminatory Employment**

In connection with the execution of the Agreement, RCEA and the SITE HOST shall not unlawfully discriminate against, harass, or allow harassment against any employee or applicant for employment because of sex, race, religion, color, national origin, ancestry, disability, sexual orientation, medical condition, marital status, age (over 40), or denial of family-care leave, medical-care leave, or pregnancy-disability leave. RCEA and the SITE HOST shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment.

## **8. Entirety of Contract**

This Agreement shall constitute the entire agreement between the parties relating to the subject matter of this agreement, and shall supersede any previous agreements, promises, representation, understanding and negotiation, whether oral or written, concerning the same subject matter. Any and all act which may have already been consummated pursuant to the terms which are embodied in this Agreement are hereby ratified.

## **9. Notices**

Whenever it is provided in this agreement that RCEA or the SITE HOST shall give written notice to the other, said notice may be given by delivering a copy of said notice to the other party personally, or by mailing first class mail through the U.S. Postal Service, a copy of said notice at the following addresses:

- a. SITE HOST  
Authorized Representative, Title  
City, CA, zip
- b. Redwood Coast Energy Authority  
Matthew Marshall, Executive Director  
633 3<sup>rd</sup> St., Eureka, CA 95501

## **10. Compliance with Applicable Laws**

The RCEA and the SITE HOST shall comply with any and all applicable federal, state and local laws affecting the activities covered by this Agreement.

## **11. Jurisdiction and Venue**

This Agreement shall be construed in accordance with the laws of the State of California, and the parties hereto agree that venue shall be in Humboldt County, California.

## **12. Headings**

The headings of this Agreement are for purposes of reference only and shall not limit or define the meaning of the provisions of this Agreement.

## **13. Severability**

If a portion, term, condition or provision of this MOU is determined by a court to be illegal or in conflict with a law of the State of California, or is otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions and provisions is not affected.

## **14. Waiver**

The waiver of any breach of any provision hereunder by any party hereto shall not be deemed to be a waiver of any preceding or subsequent breach hereunder.

## **15. Effective Date**

This MOU becomes effective when executed by authorized representatives of both parties.

## **16. Amendments and Termination of the MOU**

This MOU will continue until terminated by either party with 90 days' notice to other party, but not before [June 30, 2017]. The parties may change this agreement with unanimous consent, but no addition to, or alteration of, the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto. If either of the parties has reason to believe that the terms of the MOU are not being fulfilled, any party may provide written notification to the others stating the basis for the concern and providing a reasonable time to respond or remedy the situation. RCEA and the SITE HOST will make reasonable efforts to resolve the issues to all parties' satisfaction.

**IN WITNESS WHEREOF** the parties hereto have executed this agreement the day and year first written below by their duly authorized representatives, having full authority to so act for and on behalf of the parties hereto.

### **Redwood Coast Energy Authority**

By: \_\_\_\_\_  
Matthew Marshall, Executive Director

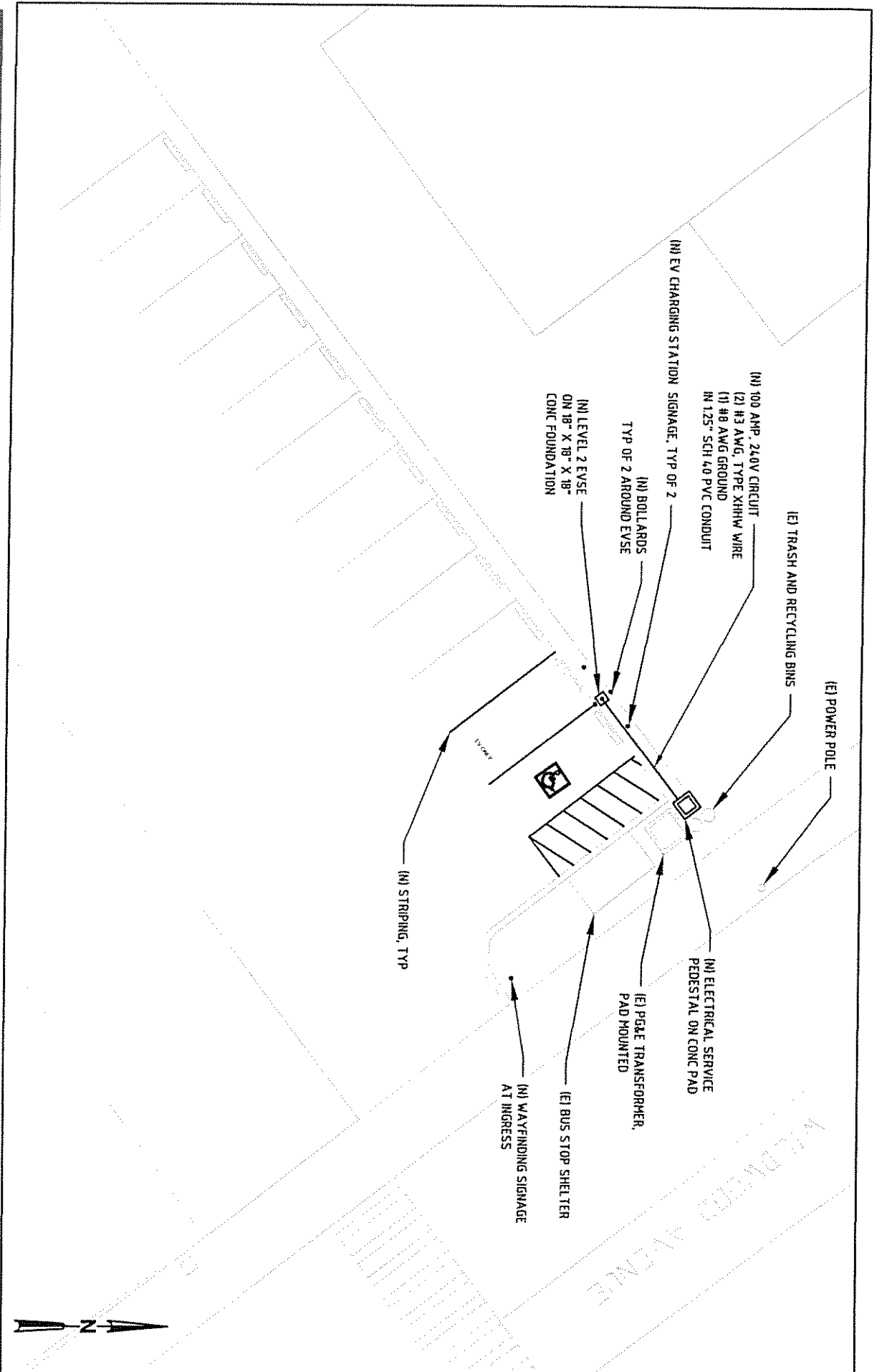
Date: \_\_\_\_\_

### **SITE HOST**

By: \_\_\_\_\_  
Authorized Representative, SITE HOST

Date: \_\_\_\_\_

**Attachment A - Conceptual Site Plan**



CITY OF RIO DEL  
PUBLIC PARKING LOT

NORTH COAST PEV CHARGING NETWORK  
PHASE 1



Job Number  
Revision 1  
Date 01/28/2014  
Figure 11

Rio Dell, CA- Downtown Public Parking Lot, EV Charging Station  
Engineer's Opinion of Probable Costs, Prepared by David Carter PE, GHD Inc.

Description	Qty	Unit	Total
Demolish, remove pavement and curb, pavement removal, bituminous roads, 3" thick	4.4 SY	\$	20.50
Selective Demolition, Rubbish Handling, Load, Haul, Dump and Return, 50' haul hand carried	0.4 CY	\$	10.01
Selective facility services demolition, haul per mile, up to 8 CY truck (CY times round trip miles)	9.3 CY	\$	7.88
Selective Demolition, Dump Charges- Local disposal at HWMA rates	0.5 Ton	\$	87.70
PG&E cost to dig under their pad mounted transformer and provide new services	1 EA	\$	3,000.00
Saw cut concrete/asphalt (sidewalk/parking lot), no reinforcement, up to 3" thick	50 LF	\$	129.95
Finished conc equipment pad (3000 psi), 3' x 3' x 6" thick, incl forms (one for each EVSE and sign)	5 EA	\$	523.88
Cast in place anchor bolts, 4 bolt pattern set, job built, J type incl nuts and washers, 6" long, 1/2" dia	1 SET	\$	29.38
Exterior signs, 24 ga. Alum. Bracket mounted, double face, 12" x 10"	3 EA	\$	309.64
Traffic signs, steel post, galvanized, 10' 0", upright, bolted.	3 EA	\$	177.30
Wire, 600 Volt, copper, stranded, THW, #3 AWG	0.3 CLF	\$	89.36
Wire, 600 Volt, copper, stranded, THW, #8 AWG	0.15 CLF	\$	20.36
2" dia conduit, in trench, including terminations, fittings, supports, Sched 40 PVC local prices	25 LF	\$	107.81
Meter Center and Sockets, meter center, main fusible switch, rainproof, 1P, 3W, 120/240 Volt, 400 amp	1 EA	\$	2,875.00
Excavating Utility Trench, common earth, chain trencher, 6" wide, 24" deep	25 LF	\$	43.70
Backfill utility trench by hand including compaction	25 LF	\$	70.15
Pavement Parking Marking, painted letter, 6"	6 EA	\$	69.00
Asphalt Paving- Pavement replacement over trench, 4" thick	4 SY	\$	211.75
Pavement Parking Markings, lines on pavement, parking stall, paint white, 4" wide, small quantities	3 STALL	\$	362.25
Metal Parking Bumpers, Pipe Bollards, conc filled, paint, 8' L x 4" D hole, 6" DIA	2 EA	\$	1,765.71
Coulomb CT 4021 with Gateway	1 EA	\$	7,570.50
<b>Construction and Equipment Subtotals</b>			
<b>General Requirement of General Contractor, access control, project clean up, testing, etc.</b>	8%	\$	17,481.82
<b>Sales Tax</b>	8.25%	\$	1,398.55
<b>Contingency</b>	25%	\$	823.36
<b>Subtotal</b>		\$	19,703.73
<b>Subtotal</b>		\$	4,925.93
<b>Bonds</b>	\$ 12.00 \$/1000 p	\$	24,629.66
<b>Subtotal</b>		\$	295.56
<b>Location Adjustment Factor per RS Means Cost Data Manual for Eureka CA</b>	107.2	\$	24,925.22
<b>Grand Total</b>		\$	1,794.62
		\$	26,719.83

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*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellcity.com*



March 17, 2015

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Regarding City Engineer's Cost Estimate for Well Drilling and Rehabilitation for the Metropolitan Well Site Project, with Further Authorization for Staff to Issue a Request for Proposal

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Review the City Engineer's cost estimate for well drilling and rehabilitation and authorize staff to issue a Request for Proposal (RFP).

BACKGROUND AND DISCUSSION

At the March 7, 2015 City Council meeting, it was requested that staff produce a cost estimate for the rehabilitation of the Metropolitan Wells. The estimate is attached, and totals \$57,930.00 for cleaning, testing and evaluation of Well # 1 and Well #3 in addition to the implementation of three monitoring wells required by the State to ensure water quality.

Staff believes there may be an opportunity to begin work on this portion of the overall Metropolitan Well Site project, possibly before the end of the current fiscal year. Therefore, it is recommended that the Council authorize staff to issue a Request for Proposal so that we can formalize arrangements with our project partners and maintain the expedited timeline.

In the fall of 2014, staff began initial rehabilitation of the Metropolitan Well site, reactivating Well #3 to evaluate the status of the well casing and also conducting water quality testing. The water quality testing found no unsafe contaminants but did find the expected high levels of iron and manganese, which are nontoxic but undesirable. The well casing survived pumping and produced sustainable levels of water under limited circumstances but an overall assessment of the well's structural integrity was inconclusive. It is important to note that the wells were tested just prior to any of the late 2014 rains. Overall, the city's initial reconnaissance of the Metropolitan Well Site showed that safe water exists at the site, however, most of the infrastructure on the site would need to be replaced.

The rehabilitated wells will need to produce around 200 gallons per minute for sustained periods of time during an emergency where the main infiltration gallery becomes inoperable. However,

the well site will also need to survive long periods of zero pumping, as the wells will be in standby mode over 95% of the year.

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## COST ITEM LIST - Metropolitan Wells Project

GHD INC

Estimator: JJW  
Checked By: RC  
Date: 03-06-2015

Project: Metropolitan Wells Monitoring  
Wells and Existing Wells Redevelopment

### Construction Costs

<b>Description</b>	<b>UNIT</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
Mobilization/Demobilization	1	LS	\$5,000	\$5,000
			<b>Subtotal</b>	<b>\$5,000</b>
Task 3 - Cleaning, Testing and Evaluation of Existing Wells				
<b>Existing Well #1 (4-inch steel w/ 4-inch pump)</b>				
Evaluation	1	LS	\$ 5,000	\$5,000
Cleaning and Testing	1	LS	\$ 15,000	\$15,000
			<b>Subtotal</b>	<b>\$20,000</b>
<b>Existing Well #3 (12-inch PVC w/ 2-inch pump)</b>				
Evaluation	1	LS	\$ 5,000	\$5,000
Cleaning and Testing	1	LS	\$ 15,000	\$15,000
			<b>Subtotal</b>	<b>\$20,000</b>
Task 4 - Design and Installation of Monitoring Wells				
<b>Monitoring Wells ( 3 Total)</b>				
Borings -drill (65' each well)	LF	195	\$ 35	\$6,825
Install 2" MW in borings	LF	195	\$ 25	\$4,875
2" PVC blank casing and 2" end caps - 50' per well	LF	150	\$ 3	\$450
2" PVC screen - 15' per well	LF	45	\$ 4	\$180
8" Christy Box, including: sawcut, hand exc. and conc collar	EA	3	\$ 200	\$600
			<b>Subtotal</b>	<b>\$12,930</b>
			<b>TOTAL</b>	<b>\$57,930</b>



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*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellcity.com*



March 17, 2015

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action Related to a Letter of Support for AB 266  
(Medical Marijuana)

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the letter of support for AB 266, authorizing the Mayor to sign and directing staff to send the attached letter.

BACKGROUND AND DISCUSSION

This item comes at the request of Vice Mayor Johnson and Councilmember Garnes. The purpose of AB 266 is to establish a balance between California's communities' ability to preserve influence over medical marijuana distribution within their borders and the right of California's citizens to access medical marijuana as provided for in Proposition 215 (1996). By establishing health and public safety requirements relevant to the conduct of this distribution, this bill aims to improve the current status quo by helping the exercise of Proposition 215 rights within local community norms. Specifically, it will not alter patients existing rights of access to or cultivation of medical marijuana under Proposition 215.

Since the approval by voters in 1996 of the Compassionate Use Act (Proposition 215), state law has allowed Californians access to marijuana for medical purposes, and prohibited punitive action against physicians for making medical marijuana recommendations. SB 420 (2003), allowed patients and primary caregivers to cultivate marijuana for personal use and established in the Department of Public Health a medical marijuana card program for patients to use on a voluntary basis.

In the intervening 12 years, no broader, feasible regulatory structure has been established, and the implementation of the Compassionate Use Act has been marked by conflicting authorities, regulatory chaos, intermittent federal enforcement action, and a series of lawsuits which have tested the limits of the Act, and focused on the extent of the authority of local government.

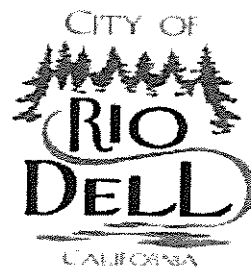
Most attempts at medical marijuana legislation in California have been geared toward state pre-emption, and unsympathetic to the authority of local government. None have been health-based, despite the medical rationale that spawned Prop. 215. None have sought to impose any health

and safety standards, despite the fact that the regulatory structure they tried to establish would have exercised oversight over what is known to be a psychotropic substance. And finally, no legislation has squarely addressed the many public safety concerns triggered by such a regulatory scheme.

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*Rio Dell City Hall  
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532  
riodellcity.com*



March 17, 2015

Assembly Member Ken Cooley  
State Capitol – Room 3146  
Sacramento, CA 95814  
FAX: (916) 319-2180

**RE: AB 266 (Cooley) – Medical Marijuana  
Notice of Support**

Dear Assemblymember Cooley:

The City of Rio Dell supports your medical marijuana legislation, Assembly Bill 266, which will provide what we have lacked in California since the voters approved Proposition 215 in 1996: a responsible framework for marijuana distribution that upholds local control, squarely addresses public safety concerns, and includes important health and safety requirements.

Most of the previous legislation in this area has often sought to pre-empt local control, only partially addressed the significant public safety concerns raised by medical marijuana, and failed to address important health and safety issues that are inevitably triggered by a regulatory process for any medicine. For this reason, AB 266 with its public safety, local control, and public health provisions represents a shift in focus that began with last year's SB 1262 by Senator Correa.

As a municipal government, we are on the front lines on this issue along with our local police department, and have to cope with the effects of the current chaotic regulatory structure for medical marijuana on a daily basis. We applaud your effort to put a responsible framework in place that protects patient access while protecting local control and addressing public safety issues. We believe local governments should have a prominent role in any framework for medical marijuana, including meaningful enforcement powers, and therefore support the approach in AB 266.

We appreciate the work that went into developing this proposal, including input from city attorneys, law enforcement, patient advocates, the private sector, and consultation with both jurisdictions that allow medical marijuana dispensaries to operate under the control of local ordinances, as well as those that have imposed bans.

Finally, we appreciate the incorporation of health and safety standards into the bill, and stand ready to work with officials at all levels of government to ensure smooth implementation should AB 266 become law.

Once again, thank you for your leadership on this issue.

Sincerely,

Frank Wilson  
Mayor  
City of Rio Dell

Cc: Assemblymember Jim Wood  
Sara Rounds, League of California Cities, [srounds@cacities.org](mailto:srounds@cacities.org)  
Tim Cromartie, League of California Cities, [tcromartie@cacities.org](mailto:tcromartie@cacities.org)

## ACTION ALERT!!

### **AB 266 (Cooley).**

**Regulates medical marijuana in a manner that protects local control, addresses public safety concerns, and enhances health and safety standards.**

### **SUPPORT**

#### **Background on AB 266:**

The purpose of AB 266 is to establish a balance between California's communities' ability to preserve influence over medical marijuana distribution within their borders and the right of California's citizens to access medical marijuana as provided for in Proposition 215 (1996). By establishing health and public safety requirements relevant to the conduct of this distribution, this bill aims to improve the current status quo by helping the exercise of Proposition 215 rights within local community norms. Specifically, it will not alter patients existing rights of access to or cultivation of medical marijuana under Proposition 215.

Since the approval by voters in 1996 of the Compassionate Use Act (Proposition 215), state law has allowed Californians access to marijuana for medical purposes, and prohibited punitive action against physicians for making medical marijuana recommendations. SB 420 (2003), allowed patients and primary caregivers to cultivate marijuana for personal use and established in the Department of Public Health a medical marijuana card program for patients to use on a voluntary basis.

In the intervening 12 years, no broader, feasible regulatory structure has been established, and the implementation of the Compassionate Use Act has been marked by conflicting authorities, regulatory chaos, intermittent federal enforcement action, and a series of lawsuits which have tested the limits of the Act, and focused on the extent of the authority of local government.

Most attempts at medical marijuana legislation in California have been geared toward state pre-emption, and unsympathetic to the authority of local government. None have been health-based, despite the medical rationale that spawned Prop. 215. None have sought to impose any health and safety standards, despite the fact that the regulatory structure they tried to establish would have exercised oversight over what is known to be a psychotropic substance. And finally, no legislation has squarely addressed the many public safety concerns triggered by such a regulatory scheme.

#### **AB 266 will:**

- **Protect local control** by providing that the state may issue a conditional license only; the actual license to operate would be issued by the local government;
- **Protect public safety** by establishing detailed security measures and inventorying procedures for transport to prevent diversion.
- **Protect public health** by establishing uniform health and safety standards, including quality assurance (testing) standards promulgated by the Department of Consumer Affairs, and enforced by local code enforcement offices, or another locally designated entity.

More information can be found on the League website at: <http://www.cacities.org/medicalmarijuana>.

#### **ACTION:**

This bill may be heard in committee as early as March 13. We need SUPPORT letters from ALL CITIES sent to Assembly Member Cooley and carbon copy their Assembly Member(s). Sample letter is attached or, letters can also be sent by using the League's [Action Center](#).

## Talking Points:


- **Local Control, Public Health & Safety**. This measure, like SB 1262 (Correa) before it, carefully safeguards the right of cities and counties to decide whether to regulate and prohibit medical marijuana cultivation and distribution. This measure achieves these goals by:
  - Ensuring that cities have control of regulating local medical marijuana facilities by providing that the state will issue a conditional license only; local government will issue the actual license to operate according to local permitting ordinances.
  - Protecting public safety with uniform security requirements, both at dispensaries and during transport.
  - Protecting public health with uniform health and safety standards.
  - Ensuring patient safety with a quality assurance protocol requiring random sample testing by certified laboratories for all medical marijuana sold in California.
- **Previous Legislative Efforts Undermined Local Control**. Prior to 2014, several bills attempted to undermine or eliminate local control over critical regulatory issues such as municipal zoning, permit decisions and licensing ordinances. These bills disregarded public safety concerns about promoting recreational use, sought to limit local law enforcement's investigatory powers, and failed to address issues of diversion, cartel activity, or security concerns at dispensaries. Finally, they did not include the health and safety standards necessary for any medicine, particularly one with psychotropic properties.
- **This measure provides a much needed and long overdue framework to effectively implement Proposition 215, the Compassionate Use Act**. Proposition 215, enacted by voters in 1996, provided patient access to medical marijuana. However, it did not include a comprehensive framework for implementation that provided local governments the authority to create and enforce locally driven policies, nor did it ensure public safety by providing clear guidelines for medical marijuana regulations.
  - Since Prop. 215's passage we've had regulatory chaos, piecemeal legislation and perpetual litigation. None of this has served local governments, law enforcement or patients well.
- **This measure is NOT an endorsement of the legalization of marijuana**. It is an attempt to put a rational regulatory structure in place for medical marijuana that is consistent with the needs of cities and law enforcement, prior to the appearance of a legalization initiative on the statewide ballot in 2016.

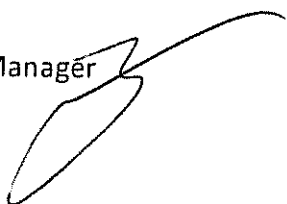
675 Wildwood Avenue  
Rio Dell, CA 95562  
(707) 764-3532



For Meeting of: March 17, 2015

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager 

Date: March 4, 2015

Subject: Bluff View Estates Easement Vacation and Certificate of Correction

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**Recommendation:**

That the City Council:

1. Adopt Resolution No. 1257 – 2015 abandoning a portion of a fifteen (15) foot drainage easement created as part of the Bluff View Estates, Subdivision, Tract Map No. 628 filed in Book 24 of Maps, pages 139 and 140 Humboldt County Records.

**Background/Discussion**

Staff recently discovered that A.F. Builders constructed a new residence located at 928 Hilda Court which encroaches five (5) feet into an existing drainage easement created as part of the Bluff Estates Subdivision. The developer, Abe Fockaert recently met with Public Works staff to review the situation. It was determined that the Public Works Department can support reducing the width of the drainage easement from fifteen (15) feet to ten (10) feet.

Staff consulted with the City Attorney on how to reduce the easement. It was determined that the easement can be reduced through the summary vacation procedures set forth in Section 8330 of the Street and Highways Code and Chapter 16.40, "Correction and Amendments of Maps" of the Rio Dell Municipal Code. Below is a copy of Section 8333 of the Street and Highways Code:

*Section 8333. The legislative body of a local agency may summarily vacate a public service easement in any of the following cases:*

*(a) The easement has not been used for the purpose for which it was dedicated or acquired for five consecutive years immediately preceding the proposed vacation.*

*(b) The date of dedication or acquisition is less than five years, and more than one year, immediately preceding the proposed vacation, and the easement was not used continuously since that date.*

*(c) The easement has been superseded by relocation, or determined to be excess by the easement holder, and there are no other public facilities located within the easement.*

Staff and Counsel believe that both subsections (a) and (c) apply in that the five (5) foot portion does not include any drainage improvements and is not needed.

In addition, Chapter 16.40, "Correction and Amendments of Maps" of the Rio Dell Municipal Code and Section 66469 of the Subdivision Map Act sets forth the required process to amend or correct a recorded map. There are two processes available to amend a map, either prepare and file a new amending map or a Certificate of Correction. Staff, Counsel and the applicant's Surveyor agrees that the Certificate of Correction is the logical option in this case. The Certificate of Correction, included as Attachment 2 has been reviewed and approved by the City Engineer/Surveyor.

### **Financial Impact**

The applicant is responsible for all costs associated with reducing the width of the easement.

### **Attachments**

Attachment 1: Resolution No. 1257 - 2015

Attachment 2: Certificate of Correction

Attachment 3: Maps

Attachment 4: Chapter 16.40, "Correction and Amendments of Maps" of the RDMC



**RESOLUTION NO. 1257-2015**



**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL  
APPROVING THE SUMMARY VACATION OF A PORTION OF A FIFTEEN (15) FOOT DRAINAGE  
EASEMENT CREATED AS PART OF THE BLUFF VIEW ESTATES, SUBDIVISION, TRACT MAP NO.  
628 FILED IN BOOK 24 OF MAPS, PAGES 139 AND 140 HUMBOLDT COUNTY RECORDS.**

**WHEREAS** staff recently discovered that A.F. Builders constructed a new residence located at 928 Hilda Court which encroaches five (5) feet into an existing drainage easement created as part of the Bluff Estates Subdivision; and

**WHEREAS** the developer, Abe Fockaert recently met with Public Works staff to review the situation; and

**WHEREAS** it was determined that the Public Works Department can support reducing the width of the drainage easement from fifteen (15) feet to ten (10) feet; and

**WHEREAS** staff consulted with the City Attorney on how to reduce the easement and it was determined that the easement can be reduced through the summary vacation procedures set forth in Section 8330 of the Street and Highways Code and Chapter 16.40, "Correction and Amendments of Maps" of the Rio Dell Municipal Code; and

**WHEREAS** Chapter 16.40, "Correction and Amendments of Maps" of the Rio Dell Municipal Code and Section 66469 of the Subdivision Map Act sets forth the required process to amend or correct a recorded map; and

**WHEREAS** there are two processes available to amend a map, either prepare and file a new amending map or a Certificate of Correction; and

**WHEREAS** staff, Counsel and the applicant's Surveyor agrees that the Certificate of Correction is the logical option in this case; and

**WHEREAS** the Certificate of Correction has been reviewed and approved by the City Engineer/Surveyor; and

**WHEREAS** the applicant is responsible for all costs associated with reducing the width of the easement; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Rio Dell has reviewed and hereby approves the summary vacation abandoning a five (5) foot portion of an existing fifteen (15) foot drainage easement created as part of the Bluff View Estates, Subdivision, Tract Map No. 628 filed in Book 24 of Maps, pages 139 and 140 Humboldt County Records; and

**I HEREBY CERTIFY** that the forgoing Resolution was PASSED and ADOPTED at a regular meeting of the City Council of the City of Rio Dell on March 17, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Frank Wilson, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Resolution No. 1257-2015 adopted by the City Council of the City of Rio Dell on March 17, 2015.

---

Karen Dunham, City Clerk, City of Rio Dell

This instrument is not for the  
benefit of the City of Rio Dell

**Recording Requested by:**  
Wallace E. Wright

**Return to:**  
City of Rio Dell  
675 Wildwood Avenue  
Rio Dell, CA. 95562

### **CERTIFICATE OF CORRECTION**

Notice is hereby given that Tract Map No. 628 filed in Book 24 of Maps, pages 139 and 140, Humboldt County Records, a subdivision within the City of Rio Dell is being corrected in accordance with Section 66469 of the Subdivision Map Act as follows:

The Drainage Easements located on Lot 6 and Lot 7, labeled as Parcel 'C', are being reduced in width from 15 feet, as shown on said map, to a width of 10 feet. The reduction in the Easement width does not alter the angled portion of said Parcel 'C' where it crosses Lot 7 into Lot 8, EXCEPT as noted below.

As to DETAIL 'C' as shown on sheet 2 of said Map, the following changes are made:  
The course and distance shown as "S88°32'35"E 108" is corrected to read "S88°32'35"E 102.99"  
and the diagonal line with the angle labeled "225°" and distance of "11.77", only the distance is corrected to read "18.84".

The names of the fee owners of the real property affected by this correction are:  
LOT 6: A & M Northwestern Enterprises, LLC, a California Limited Liability Company.  
LOT 7: A & M Northwestern Enterprises, LLC, a California Limited Liability Company,

### **SURVEYOR'S STATEMENT**

This Certificate of Correction was prepared by me or under my direction.

\_\_\_\_\_  
Wallace E. Wright, LS 4851 Date: \_\_\_\_\_

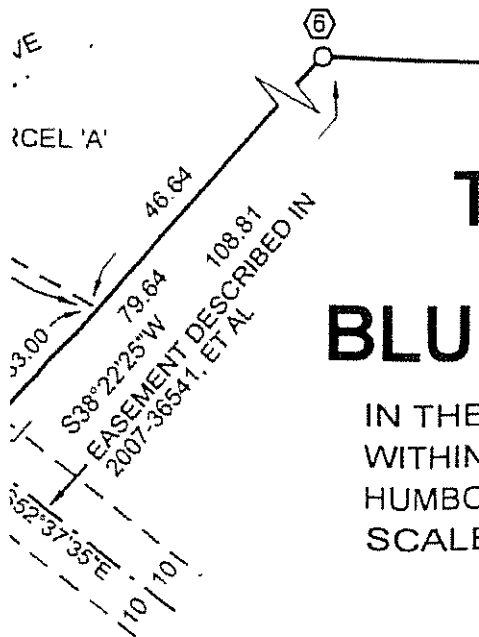
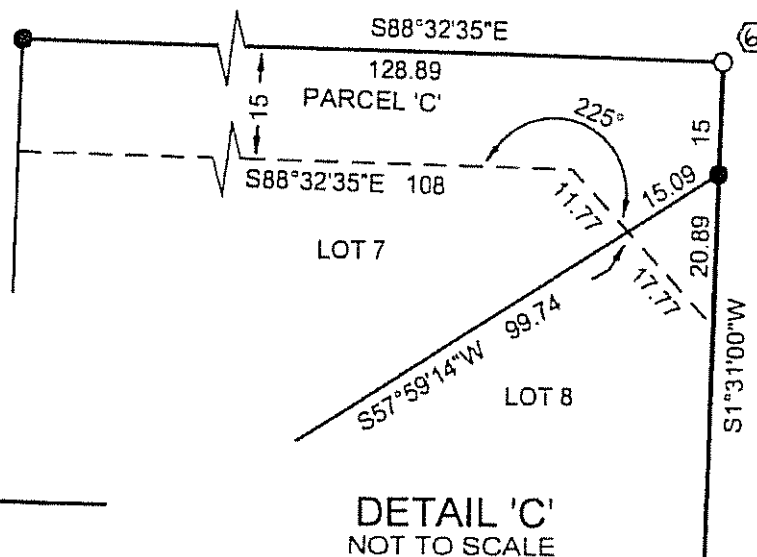
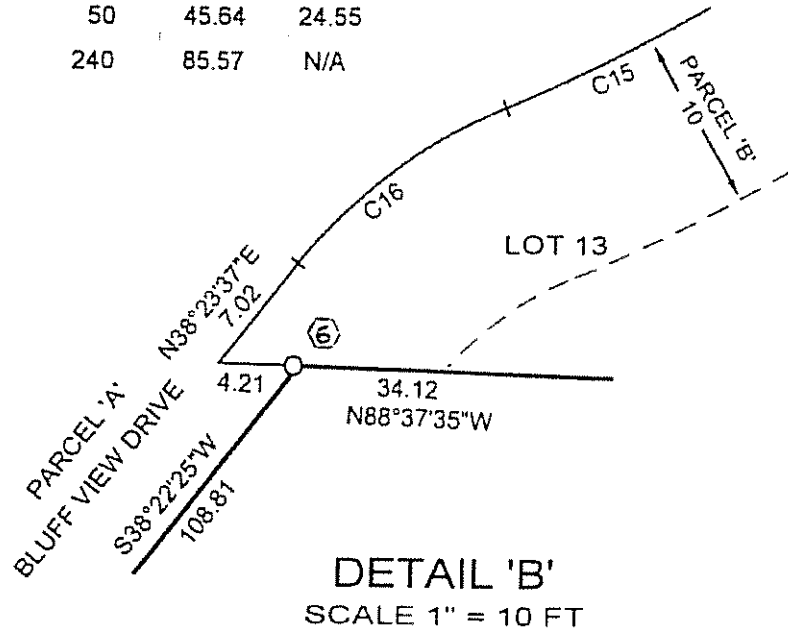
### **CITY ENGINEER'S STATEMENT**

This Certificate of Correction has been examined this \_\_\_\_\_ of \_\_\_\_\_, 2015 for conformance with the requirements of Section 66469 thru 66472.1 of the Subdivision Map Act.

\_\_\_\_\_  
Jesse Willor, PE 81744 Date: \_\_\_\_\_

ALUMINUM  
MARKING THE  
SET 8" GALVANIZED

C18	29°19'21"	50	25.59	13.08
C19	52°18'14"	50	45.64	24.55
C20	20°25'39"	240	85.57	N/A



# TRACT NO. 628

## FOR THE BLUFF VIEW ESTATES

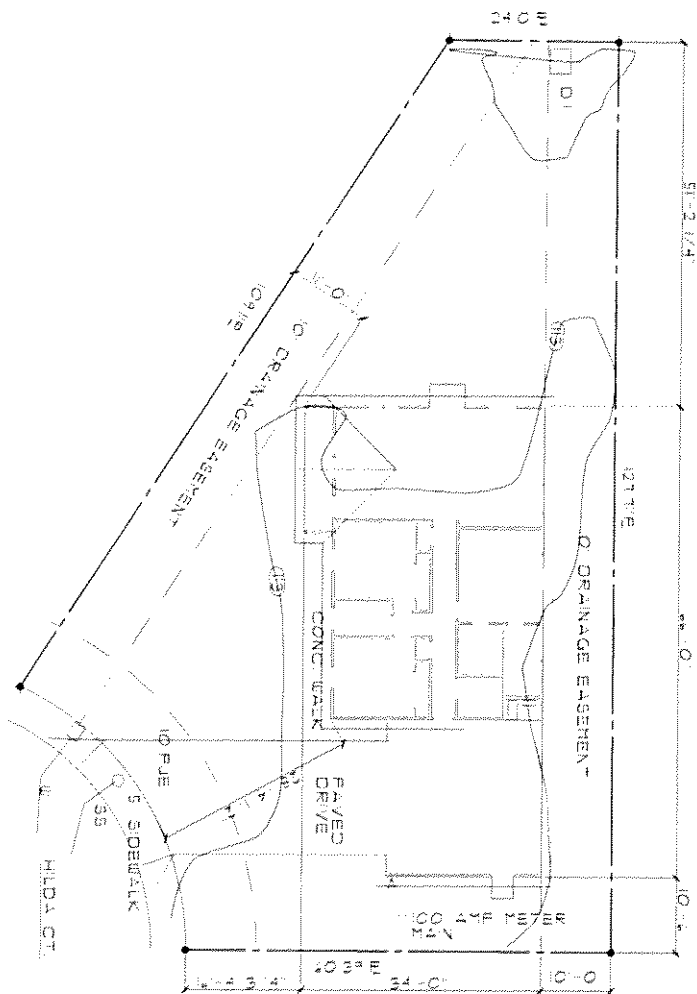
IN THE NW 1/4 SECTION 5, T1N, R1E, H.M.  
WITHIN THE LIMITS OF THE CITY OF RIO DELL  
HUMBOLDT COUNTY CALIFORNIA  
SCALE 1" = 50 FEET SEPTEMBER, 2008

ALL DISTANCES ARE IN FEET AND DECIMALS THEREOF SHEET 2 OF 2 SHEETS

BOOK 24 OF MAPS, PAGE 140

SECTION LINE BEARING  
S88°32'35"E PER BK 52 R/S 72

- ① F  
A  
P  
R
- ② S  
F  
H
- ③ F  
C  
U  
L  
C
- ④ F  
B  
D  
M
- ⑤ S  
B
- ⑥ F  
R
- ⑦ T  
C
- ⑧ F  
C  
P  
S



Lot 6

# PLOT PLAN

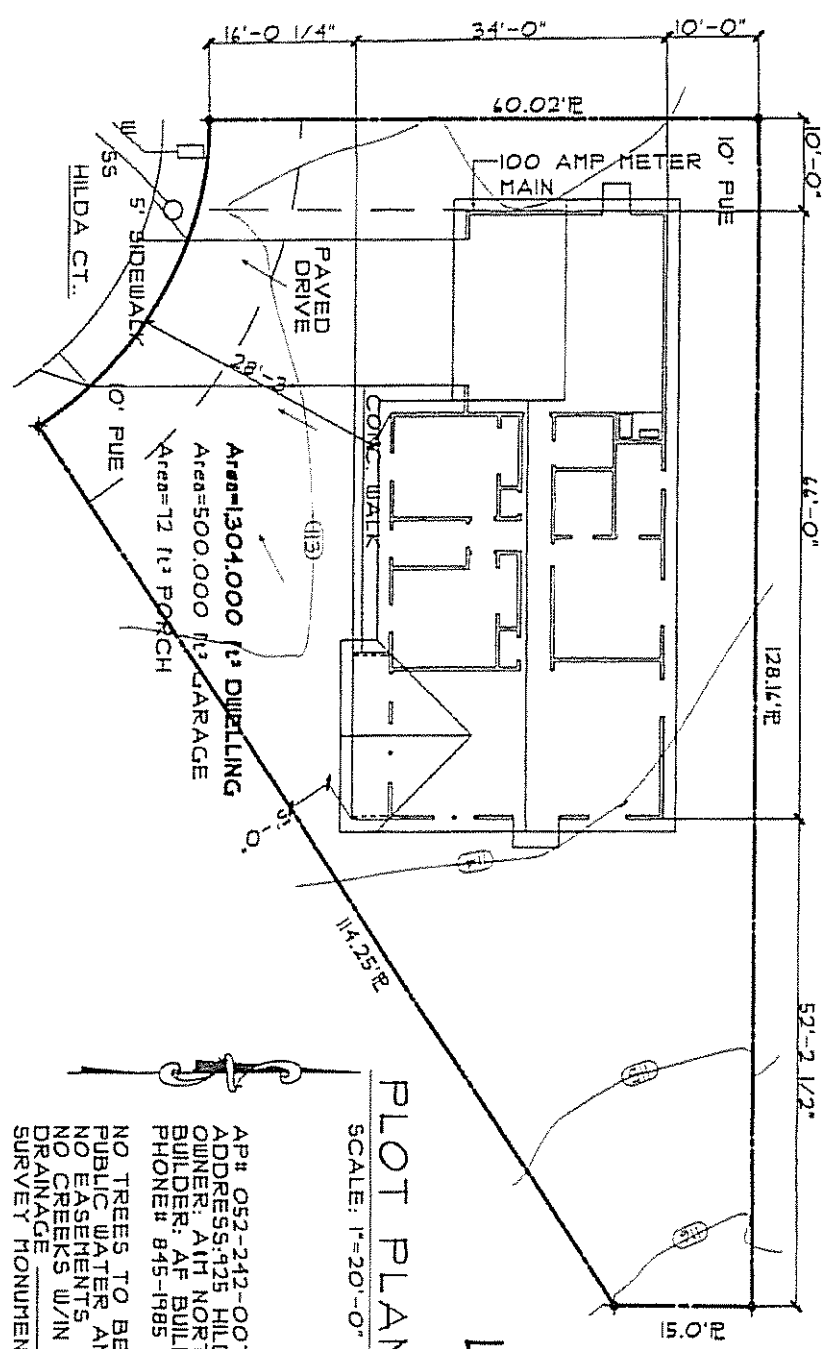
SCALE: 1"=20'-0"

APR 052,343-00,  
ADDRESS: 928 HILDA CT  
OWNER: APT NORTH EEN ENTERPRISES  
BUILDER: APT BUILDERS, INC  
PHONE: 845-1485

NO TREES TO BE REMOVED  
NO CREEKS AND SEWER  
NO CREEKS WITHIN 50'  
DRAINAGE  
SURVEY MONUMENTS •

Area-1304 sq. DWELLING  
Area-500 sq. GARAGE  
Area-12 sq. PORCH

Office



Lot 7

# PLOT PLAN

SCALE: 1"=20'-0"

AP# 052-242-001  
 ADDRESS: 125 HILDA CT.  
 OWNER: A11 NORTHWESTERN ENTERPRISES  
 BUILDER: AF BUILDERS, INC.  
 PHONE# 845-1985

NO TREES TO BE REMOVED  
 NO PUBLIC WATER AND SEWER  
 NO EASEMENTS  
 NO CREEKS W/IN 50'  
 DRAINAGE  
 SURVEY MONUMENTS

7000

**Chapter 16.40****CORRECTION AND AMENDMENTS  
OF MAPS**

## Sections:

- 16.40.010 Requirements.
- 16.40.020 Form and contents.
- 16.40.030 Submittal and approval by the City Engineer.
- 16.40.040 Filing with the County Recorder.
- 16.40.050 Fee.

**16.40.010 Requirements.**

After a final or parcel map is filed in the office of the County Recorder, it may be amended by a certificate of correction or an amending map:

- (1) To correct an error in any course or distance shown thereon;
- (2) To show any course or distance that was omitted therefrom;
- (3) To correct an error in the description of the real property shown on the map;
- (4) To indicate monuments set after the death, disability or retirement from practice of the engineer or surveyor charged with responsibilities for setting monuments;
- (5) To show the proper location of any monument which has been changed in location or character, or originally was shown at the wrong location or incorrectly as to its character;
- (6) To correct any other type of map error or omission as approved by the City Engineer, which does not affect any property right. [Ord. 165 § 1, 1982; Ord. 60 § 1.1101, 1968.]

**16.40.020 Form and contents.**

The amending map or certification of correction shall be prepared by a registered civil engineer or licensed land surveyor. The form and contents of the amending map shall conform to the requirements of Article III of Chapter 16.10 RDMC if a final map, or Article II of Chapter 16.15 RDMC if a parcel map. The certificate of correction shall set forth in detail the corrections made and show the names of the present fee owners of the property affected by the correction. [Ord. 165 § 1, 1982; Ord. 60 § 1.1102, 1968.]

**16.40.030 Submittal and approval by the City Engineer.**

The amending map or certificate of correction, complete as to final form, shall be submitted to the City Engineer for his review and approval.

The City Engineer shall examine the amending map or certificate of correction and if the only changes are those set forth in RDMC 16.40.010, he shall certify to this fact on the amending map or certificate of correction. [Ord. 165 § 1, 1982; Ord. 60 § 1.1103, 1968.]

**16.40.040 Filing with the County Recorder.**

The amending map or certificate of correction certified by the City Engineer shall be filed in the office of the County Recorder in which the original map was filed. Upon such filing, the County Recorder shall index the names of the fee owners and the appropriate tract designation shown on the amending map or certificate of correction in the general index and map index respectively. Thereupon, the original map shall be deemed to have been conclusively so corrected and thereafter shall impart constructive notice of all such corrections in the same manner as though set forth upon the original map. [Ord. 165 § 1, 1982; Ord. 60 § 1.1104, 1968.]

**16.40.050 Fee.**

The fee for checking, processing and recording the amended map or certificate of correction shall be in accordance with the City's resolution establishing fees and charges. A deposit to be applied toward this fee may be required by the City Engineer upon submittal of the amended map or certificate of correction for his review. [Ord. 165 § 1, 1982; Ord. 60 § 1.1105, 1968.]



# CITY OF RIO DELL CHECK REGISTER

## General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0003545	2/03/2015	[2366] EEL RIVER DISPOSAL INC	GARBAGE BAGS FOR JANUARY 2015	495.75
0003546	2/05/2015	[2261] CALIFORNIA STATE DISB UNIT	GARNISHMENT CASE #200000001183524 FOR PPE 1/2	81.69
0003547	2/05/2015	[5330] CAPITAL ONE COMMERCIAL	COSTCO - THREE 8 1/2 X 11 YELLOW PADS; FOUR TA	74.25
0003548	2/05/2015	[2303] COAST CENTRAL CREDIT UNION	POA DUES FOR PPE 1/23/15	120.00
0003549	2/05/2015	[2385] EUREKA READYMIX	3.82 TONS CRUSHED ROCK	178.56
			4.02 TONS CRUSHED ROCK	
			3.52 TONS CRUSHED ROCK	
			3.74 TONS CRUSHED ROCK	
0003550	2/05/2015	[5333] JAMES HASTINGS	CUSTOMER DEPOSIT REFUND	25.65
0003551	2/05/2015	[5774] INSTITUTE FOR LOCAL GOVERNMENT	TRAINING FOR NEWLY ELECTED OFFICIALS & MANAGE	1,800.00
0003552	2/05/2015	[5689] MENDES SUPPLY COMPANY	THREE CASES PAPER TOWELS & ONE CASE TOILET TI	226.33
0003553	2/05/2015	[2546] MERCER FRASER CO., INC.	11.47 TONS PG 64-16 ASPHALT CONCRETE	1,903.38
			5 GAL SS1 EMULSION OIL	
0003554	2/05/2015	[4908] MITCHELL BRISSO DELANEY & VRIEZE	8.13 TONS 1/2" SC 250 ASPHALT CONCRETE	1,928.50
			PROFESSIONAL SERVICES FOR JANUARY 2015	
			PROFESSIONAL SERVICES FOR JANUARY 2015	
			PROFESSIONAL SERVICES FOR JANUARY 2015	
			PROFESSIONAL SERVICES FOR JANUARY 2015	
0003555	2/05/2015	[2410] NORTH COAST CLEANING SERVICES, INC.	MONTHLY CLEANING SERVICE FOR JANUARY 2015	471.00
0003556	2/05/2015	[4393] NYLEX.NET	MONTHLY MAINTENANCE FOR FEBRUARY 15, 2015 THR	900.00
0003557	2/05/2015	[3565] BRENDAN PHILLIPS	CUSTOMER DEPOSIT REFUND	163.78
0003558	2/05/2015	[4338] QUILL CORPORATION	1099 MISC FORMS	42.98
			ONE BOX CASH REGISTER RIBBONS	
			COFFEE	
0003559	2/05/2015	[3029] REDWOOD COFFEE SERVICE	WASH & OIL CHANGE FOR CITY CAR	63.00
0003560	2/05/2015	[2659] RIO DELL PETTY CASH	LHSP DIRT SHOVEL; 44" LHRP SHOVEL; LHRP DIGGI	83.18
0003561	2/05/2015	[2742] SCOTIA TRUE VALUE HARDWARE	DURO 4 PK SUPER GLUE; 3/4" BRS HOSE MENDER; S	158.72
			FOUR 6-1/2' GREEN T FENCE POST	
			1/2 X 1/4 MASON WHEEL; PARALLEL GUN; 90 OZ PW	
			THREE FEMALE CONNECTORS	
0003562	2/05/2015	[4525] SHERLOCK RECORDS MGMT	STORAGE SERVICES FOR JANUARY	85.60
0003563	2/05/2015	[2710] STAPAGE	PAGING SERVICES FOR FEBRUARY 2015	12.95
0003564	2/05/2015	[4818] THREE G's HAY & GRAIN	SALES TAX ON WHITE COARSE SALT NOT ADDED IN O	126.35
0003565	2/05/2015	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 1/23/15	5,414.30

# CITY OF RIO DELL CHECK REGISTER

## General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0003566	2/12/2015	[0576] 101 AUTO PARTS	TWO QTS ROTELLA 15W40 OIL AND OIL FILTER FOR CAR WAX AND BRUSH OIL FILTERS AND OIL FOR 2004 FORD F-450 AND 2 FOUR QTS SAE 5W20 MOTOR OIL 12 QTS SAE5W30 OIL; ONE QT SAEW15W40 OIL; ONE	279.84
0003567	2/12/2015	[2203] AESTHETIC DESIGN & PHOTOGRAPHY	UPDATES TO CITY COUNCIL PAGE AND UPDATES TO L	120.00
0003568	2/12/2015	[5443] AIRGAS USA, LLC	CYLINDER RENTAL	20.84
0003569	2/12/2015	[3975] AT&T - 5709	PHONE EXPENSES FOR JANUARY 2015	513.10
0003570	2/12/2015	[2895] CALIFORNIA ASSOCIATION OF CODE ENFORCEMENT OFFICERS	2015 CACEO MEMBERSHIP DUES	75.00
0003571	2/12/2015	[5781] CALIFORNIA BUILDING OFFICIALS	CALBO WORKSHOP - MEANS OF EGRESS CLASS IN PET	165.00
0003572	2/12/2015	[5330] CAPITAL ONE COMMERCIAL	CUPS, BINDERS & FORKS	65.37
0003573	2/12/2015	[2293] CITY OF FORTUNA	POLICE DISPATCH SERVICES FOR FEBRUARY 2015	1,542.00
0003574	2/12/2015	[5127] DELTA DENTAL	DENTAL INSURANCE FOR MARCH 2015	2,254.66
0003575	2/12/2015	[5241] GE CAPITAL	XEROX COPIER PAYMENT FOR FEBRUARY 2015	475.49
0003576	2/12/2015	[4099] HARPER MOTORS	LUBE OIL & FILTER CHANGE FOR 2014 FORD EXPLOR	855.47
0003577	2/12/2015	[4780] HUMBOLDT COUNTY PLANNING DIVISION	INSTALL DB5Z 13404 B REAR LAMP ASSEMBLY ON 20	
0003578	2/12/2015	[2577] NTU TECHNOLOGIES, INC.	MAPS & GIS SUPPORT	212.46
0003579	2/12/2015	[2603] PG&E	932 1 (275 GALLON) TOTE	3,712.00
0003580	2/12/2015	[2616] PIERSON BUILDING CENTER	UTILITY EXPENSES FOR JANUARY 2015	15,356.83
0003581	2/12/2015	[5222] R.J. RICCIARDI, INC	16 - 25 COUNT SAND BAGS	172.77
0003582	2/12/2015	[2742] SCOTIA TRUE VALUE HARDWARE	PROFESSIONAL SERVICES REGARDING AUDIT FOR PE	17,803.66
0003583	2/12/2015	[2694] SHELL OIL CO.	TWO 4 PKS 2 OZ GIANT DESTROYER	24.99
			ONE 1/2X1/4X7 WHEEL; ONE 7X1/4X5/8 WHEEL	
			PD FUEL FOR JANUARY 2015	1,507.61
			ADMIN CAR FUEL EXPENSES FOR JANUARY 2015	
			PD FUEL EXPENSES FOR FEBRUARY 2015	
			PW FUEL EXPENSES FOR JANUARY 2015	
			CONTAINER DEPOSIT AND SODIUM BUSULFITE	3,481.17
			INTERNET SERVICE FROM 2/10/15 - 3/9/15	134.95
			851 HYDROFLOC 275 GAL TOTE	2,941.20
			SIX CASES OF 1000 SINGLE PULL BAGS	252.00
			GARNISHMENT CASE #200000001183524 FOR PPE 2/6	81.69
			POA DUES FOR PPE 2/6/15	120.00
			BLOOD ALCOHOL ANALYSIS FOR NOVEMBER 2014	35.00
0003584	2/12/2015	[4699] SIERRA CHEMICAL CO		
0003585	2/12/2015	[2319] SUDDENLINK COMMUNICATIONS		
0003586	2/17/2015	[2224] AQUA BEN CORPORATION		
0003587	2/17/2015	[4893] BOW WOW PET WASTE PRODUCTS		
0003588	2/17/2015	[2261] CALIFORNIA STATE DISB UNIT		
0003589	2/17/2015	[2303] COAST CENTRAL CREDIT UNION		
0003590	2/17/2015	[2340] DEPARTMENT OF JUSTICE ACCOUNTING OFFICE		

# CITY OF RIO DELL CHECK REGISTER

## General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0003591	2/17/2015	[2385] EUREKA READYMIX	3.98 TONS SAND	150.80
			3.99 TONS SAND	
			3.48 TONS SAND	
0003592	2/17/2015	[5177] AUSTIN H EVANS	SPORT & CYCLE - CLOTHING ALLOWANCE	325.00
0003593	2/17/2015	[2406] FORTUNA IRON CORP.	1/4" PLATE (38" X 27") FOR INLET AT ORCHARD &	57.46
0003594	2/17/2015	[4477] LEITCH, ANDREW & ALBERT, ARIELLE	CUSTOMER DEPOSIT REFUND	22.70
0003595	2/17/2015	[2742] SCOTIA TRUE VALUE HARDWARE	10 X14 CAUTION BLANK SIGN; THREE PKG EAR PROT	78.68
			THREE BAGS 80# CONCRETE MIX	
			14 PK 12" WOOD WEDGES	
			SIX BAGS 60# CONCRETE MIX	
			THREE 9 PK 6" WD SHIMS/CLIPS	3.23
0003596	2/17/2015	[3682] THOMSON REUTERS-WEST	CA PENAL CODE 2015 PAMPHLET	5,414.30
0003597	2/17/2015	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	RETIREMENT FOR PPE 2/6/15	341.35
0003598	2/26/2015	[5235] ADVANTAGE FINANCIAL SERVICES	DOCSTAR 3.12 SOFTWARE PACKAGE	
			DOCSTAR USER LICENSES & SYSTEM SOFTWARE	
0003599	2/26/2015	[2237] BANK OF AMERICA BUSINESS CARD	INTERNATIONAL CODE COUNCIL - 2012 INTERATION	1,759.32
			COURTYARD BY MARRIOTT - LODGING FOR CITY MANA	
			HAMPTON INN - LODGING FOR CITY PLANNER FOR TR	
0003600	2/26/2015	[5769] BLUE SHIELD OF CALIFORNIA	HEALTH INSURANCE FOR MARCH 2015	15,875.95
0003601	2/26/2015	[5749] CLARK, GREG	CUSTOMER DEPOSIT REFUND	157.56
			CUSTOMER DEPOSIT REFUND	
			CUSTOMER DEPOSIT REFUND	
0003602	2/26/2015	[3644] CORY J CACREN DBA TAYLOR MADE FENCING,	TWELVE 3" GALV POLES FOR LIGHTS AT CITY HALL	1,140.00
0003603	2/26/2015	[2411] DEARBORN NATIONAL LIFE INSURANCE COMPANY	LIFE INSURANCE FOR MARCH 2015	248.00
0003604	2/26/2015	[5352] JOANNE E FARLEY	REIMBURSEMENT PER DIEM FOR CDBG TRAINING	191.00
			REIMBURSEMENT PARKING, BRIDGE TOLL & PER DIEM	
0003605	2/26/2015	[5052] GHD, INC	PROFESSIONAL SERVICES FOR WATER INFILTRATION	1,822.88
			ENGINEERING SERVICES FOR WATER SYSTEM OLD RAN	
			ENGINEERING SERVICES FOR DAVIS ST BUS SHELTER	
0003606	2/26/2015	[5691] MIZRAHI, JOSEPH	CUSTOMER DEPOSIT REFUND	190.77
0003607	2/26/2015	[2569] NORTH COAST LABORATORIES, INC.	COLIFORM QUANTI-TRAY	50.00
0003608	2/26/2015	[3878] OLIN CORP - CHLOR ALKALI	349.10 GAL SODIUM HYPOCHLORITE 12.5 WT% BACTI	758.07
0003609	2/26/2015	[3343] PITNEY BOWES RESERVE ACCOUNT	POSTAGE PURCHASE FOR RESERVE	400.00

# CITY OF RIO DELL CHECK REGISTER

## General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0003610	2/26/2015	[4338] QUILL CORPORATION	10 PK MAGIC TAPE; ONE DOZEN G2 PENS ONE PACK PILOT PRECISE FINE POINT ROLLING BAL	51.46
0003611	2/26/2015	[2664] ROGERS MACHINERY INC	ONE PACK PEN STYLE DRY ERASE MARKERS	448.00
0003612	2/26/2015	[2742] SCOTIA TRUE VALUE HARDWARE	LIFT STATION PUMP CLEANING & CHECK 1" ROLL GORILLA STRIP; 4PK 50G MOUSE REFILL; TOW 3/8X2 HEX LAG BOLTS	100.07
0003613	2/26/2015	[2709] STAPLES DEPT. 00-04079109	MP 1/6 HP THERM UTILITY PUMP TWO WD MY PASSPORT ULTRA 2TB PORTABLE HARD DR	279.48
0003614	2/26/2015	[2712] STEVE'S SEPTIC SERVICE	PUMPED MANHOLES & DUMPED BACK INTO PLANT	1,200.00
0003615	2/26/2015	[2715] STEWART TELECOMMUNICATION	HARDWARE EMERGENCY PHONES FOR POLICE DEPT. MA	242.85
0003616	2/26/2015	[4151] TIMES PRINTING COMPANY	BUSINESS CARDS FOR WATER/ROADWAYS SUPERVISOR	168.55
0003617	2/26/2015	[2747] UNITED RENTALS, INC.	TRENCH TRAINING CLASS FOR PUBLIC WORKS	540.00
Total Checks/Deposits				98,576.55